

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: APPRAISAL AUDITOR
CLASS CODE: 3009
EFFECTIVE DATE: 04/06/04 (Revised 7/13/99 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Assessor

JOB SUMMARY

Performs internal auditing of property valuations. Ensures office compliance with the Uniform Standard of Professional Appraisal Practice (USPAP) and legislative mandates. Responsible for the validity of the data within the annual assessment rolls.

CLASS CHARACTERISTICS

This is a lead appraisal classification performing auditing and coordination activities.

ESSENTIAL FUNCTIONS

Establishes procedures and utilizes legislative codes to perform internal auditing of appraisals. Conducts appraisal training as needed.

Audits appraisals and appeals for errors.

Calculates and enters corrections to values and prepares refunds, corrections letters, or additional assessments.

Supervises the creation and input of parcels and improvements.

Monitors data for exempt properties, escaped properties, and building only accounts.

Prepares reports for Utah State Tax Commission and assists with similar reports from other County departments.

Assists public and government agencies requesting information.

Conducts research and resolves issues brought forward by the public and/or BOE on appraisal issues.

Designs and implements quality edits of appraisals as needed for all types of property, within models to ensure equity of market values, and analysis of vector strings within sketching programs.

Coordinates the data input of segregations, computation of acreage on parcels that are split or combined, and ensures the transfer of improvements to the correct associated parcels and oversees FAA conformity.

Processes inactivated parcels, double assessments, and properties that become part of dedicated public property and coordinates this effort with other divisions including verifying parcels and correcting data.

Reviews all hearing officer decisions made during Equalization and determines and prepares specific decisions to be reviewed by the County Commissioners for final approval.

Prepares SIGMA appraisal manuals for distribution to other staff members.

Initiates and directs production of the yearly real property assessment roll.

Assists in developing and maintaining data required for the production of computer assisted appraisals.

Directs Assessor's personnel during Board of Equalization and ensures adherence to State laws and County policies.

Oversees all appeals for the Board of equalization and attends required board meetings.

Specifies and maintains all Re-development districts in Utah County.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in word processing and computer programs including spreadsheets and databases with SQL formats; Knowledge of modern office procedures; Knowledge of property appraisal techniques; Knowledge of supervisory techniques; Knowledge of legal terminology as related to real and personal property; Skill in interpreting complex legal property descriptions; Skill to operate a variety of office machines including a ten-key by touch; Knowledge of land survey terminology and segregation techniques; Knowledge of Recorder's office and coding principles, methods, and techniques; Knowledge of Board of Equalization procedures; Ability to effectively train others in work processes; Skill in written and oral communication; and Ability to prepare and audit technically complex documents. Understanding of the interactions between the Recorder, Assessor, Auditor, and Treasurer offices.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's degree preferably in a finance-related field; and two (2) years work experience performing property appraisal.

LICENSING AND CERTIFICATION

Incumbent must have or obtain designation as a Licensed or Certified Appraiser with the Utah State Department of Commerce (preference given to a General Certification) and have or obtain a General Ad Valorem Appraiser designation with the Utah State Tax Commission within 3 years. Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.