



## APPRAISER ANALYST 1

0725

### GENERAL DESCRIPTION OF CLASS

The APPRAISER ANALYST 1 is an underfill classification used as a career development opportunity for employees with minimal appraisal education or experience to qualify them for the more common entry position in this series, the Appraiser Analyst 2. The Appraiser Analyst 1 collects data for studies conducted by more experienced appraisers and may participate in determining the value of real or personal property such as modestly valued residential property, machinery, and equipment.

### DISTINGUISHING FEATURES

This is the first and entry level of a four-level professional series. It is distinguished from other levels by the high degree of supervision required and responsibility for learning and developing basic appraisal principles and techniques for real and personal property, including but not limited to those used in appraising commercial, industrial, and utility properties. At this level employees may receive initial exposure to procedures employed to ensure local government compliance with statutory requirements.

### DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this classification. Individual positions may do all or some combination of the duties listed as well as other related duties.

#### 1. Appraisal

Assist in inspection of property and collection of appraisal data for industrial properties, including information on buildings, structures, and yard improvements, machinery and equipment and personal property. Assist in the correlation and analysis of information. Develop necessary financial computations and value indicators. Analyze and process valuation information from Industrial Property returns. Assist in research and analysis for appeals and special projects. May be assigned to a county assessor's office on a temporary basis and participates in the appraisal tasks, such as establishing residential depreciation and class benchmarks, making local cost modifier studies, appraising residential property and computing values, and participating in preparation of sales studies and sales ratio reports.

### RELATIONSHIP WITH OTHERS

Employees in this class have frequent contact with persons outside the work unit usually while accompanying other appraisers on field inspections, visiting county offices, participating in training with county staff, working with assessor's staff, and meeting with individual taxpayers to collect data for appraisal or assessment procedures.

### SUPERVISION RECEIVED

Employees in this class receive close supervision from a unit manager and team leader who review work regularly for accuracy and completeness. Work assignments are detailed, completion steps are specifically identified, and procedures thoroughly explained, either orally or in writing. Guidelines used by employees in performing their work include Oregon Revised Statutes and Administrative Rules, Internal Revenue Service Rules and Regulations, agency administrative rules and policies, recognized appraisal texts, and industry specific appraisal manuals to determine how property tax laws are administered.

**KNOWLEDGE AND SKILLS (KS)****Basic knowledge of:**

Appraisal techniques and related terminology and methodologies for determining value, including financial analysis of national or multinational corporations.
Assessment procedures including both field and office requirements for all types of properties.
Laws and regulations related to property appraisal and assessment.
Principles and methods for description of features of land, buildings, and other properties.
Financial analysis techniques used in valuation of properties.
Building construction, materials, and related site improvements.
Financial statements and general accounting standards and practices.
Auditing standards and procedures.
Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
Mathematics of financial analysis.

**Skill to:**

Analyze elements of appraisal and assessment problems.
Write clear, concise reports of a technical nature.
Work with large numbers in a variety of mathematical applications.
Interpret statutes and case laws, regulations, administrative rules and policies applicable to appraisal and assessment disciplines, and applying them to specific circumstances.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON  
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