



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Senior Field Appraiser

FLSA: Non-Exempt

DEPARTMENT: Assessor

REVISED:

Summary: Under general supervision, performs journey level technical work in gathering property appraisal information in Laramie County; tracks building permits and assures the accurate recording of all new taxable property.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Tracks building permits and assures the timely recording of all new taxable property within the jurisdiction of Laramie County.
- Reviews assessment appeals; reviews field data and computer generated value of properties, and re-inspects properties as needed; performs appraisal reviews within the mandated deadlines; prepares data and represents Assessor in the administrative appeals process; communicates with the public on matters of property values, ownership, legal descriptions, and statutory classifications.
- Reviews and examines appraisal documents, making corrections and adjustments as needed; performs the duties of the Field Appraiser Supervisor as needed.
- Performs field inspections of properties, and interviews residents to obtain technical property information; collects data using state and County guidelines and procedures.
- Verifies the features and characteristics of the land and property to be appraised; draws to scale the components and property as an aid in determining its value.
- Conducts visual inspections and makes qualified judgments regarding the condition and effective age of properties; ensures assessments accurately reflect property values and are legally defensible to the County Board of Equalization.
- Measures and photographs all structures in sufficient detail and accuracy; draws improvements using computer software sketch program; makes square footage and perimeter calculations based on measurements obtained from structures inspected.
- Determines the classification of structures and other factors which determine the value of property.
- Documents gathered information into the State of Wyoming Computer Assisted Mass Appraisal (CAMA) computer system and property assessment database in order to obtain fair market value.
- Accesses and updates computer mapping programs and records systems.
- Trains new Field Appraisers as required.
- Performs other duties as assigned or required.
- Provides testimony during County board of equalization hearings.



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Knowledge and Skills:

- Knowledge of principles, practices, methods, and techniques of property assessment.
- Knowledge of computer aided mass appraisal systems.
- Knowledge of construction methods and construction materials.
- Knowledge of mapping programs and records systems relevant to appraisal activities.
- Knowledge of State of Wyoming Computer Assisted Mass Appraisal (CAMA) computer system.
- Knowledge of laws and regulations applicable to property appraisal.
- Knowledge of the building permit process and property records.
- Knowledge of GPS and GIS.
- Knowledge of digital cameras.

- Skill in interpreting appraisal statutes and criteria in assessing property values.
- Skill in explaining laws and regulations pertaining to property appraisal.
- Skill in maintaining accurate and interrelated technical records, and identifying and reconciling errors.
- Skill in reviewing property records under appeal, and communicating effectively with property owners.
- Skill in analyzing and interpreting the factors affecting property values.
- Skill in conducting visual inspections and making qualified judgments regarding the condition and effective age of properties.
- Skill in conducting research utilizing field data and historical records.
- Skill in documenting and recording property information.
- Skill in making arithmetic calculations.

Minimum Qualifications:

High School Diploma or equivalent; AND four (4) years property appraisal experience, preferably in Laramie County; OR equivalent combination of education, training and experience. Must have, or obtain within one year of employment, and maintain a Permanent Certification of Property Tax Appraiser issued by the State of Wyoming. Must have a valid driver's license.