



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Field Appraiser Supervisor

FLSA: Non-Exempt

DEPARTMENT: Assessor

REVISED:

Summary: Under limited supervision, coordinates the staff and activities of the Field Appraisers Group, and assures the accurate recording of all taxable property in Laramie County.

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.)*

- Coordinates the staff and activities of the Field Appraisers Group through appropriate delegation and work supervision, and assures the accurate recording of all taxable property in Laramie County.
- Supervises, assigns and schedules work of appraisers; meets regularly with staff to discuss and resolve workload and technical issues; interprets statutes and regulations.
- Provides assistance in determining appraised values; provides effective training on appraisal technique, statutory requirements and other position requirements and responsibilities.
- Assures a productive work environment; assures effective communications with other county departments and outside agencies; assures project deadlines and performance standards are met.
- Reviews appraisals on the most difficult and complex properties and developments; identifies and researches appraisal issues, and recommends solutions.
- Reviews and corrects appraisal work papers, and approves appraisal procedures and findings.
- Reviews assessment appeals and manages appeals process; reviews field data and computer generated value of properties, and determines appropriate actions; 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.
- Tracks building permits and assures the timely recording of all new taxable property within the jurisdiction of Laramie County.
- 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.
- Reviews and approves information in the State of Wyoming Computer Assisted Mass Appraisal (CAMA) computer system.
- Performs other duties as assigned or required.
- Maintains and monitors employee timesheets.
- Conducts performance appraisals.
- Provides testimony during County Board of Equalization hearings.



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Knowledge and Skills:

- Knowledge of Assessor's Office operations, policies and procedures
 - Knowledge of principles, practices, methods, and techniques of property assessment.
 - Knowledge of computer aided mass appraisal systems.
 - Knowledge of techniques and practices for efficient and cost effective management of resources.
 - 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.
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- Skill in prioritizing and delegating multiple tasks, projects and demands.
 - Skill in interpreting, understanding and applying property appraisal standards and procedures.
 - 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 managing appeals process, reviewing property records under appeal, and communicating effectively with property owners.
 - 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 making arithmetic calculations.

Minimum Qualifications:

High School Diploma or equivalent; AND five (5) 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 Certification of Property Tax Appraiser issued by the State of Wyoming. Must have a valid driver's license.