

## Platte County Assessor's Office

**Job Title:** Field Appraiser

**Job Summary:** To perform a variety of duties involved in the appraisal of real estate at fair market value based on gathered data and market conditions both in the field and office.

### **Essential Duties and Responsibilities:**

- Perform field inspections of improvements within Platte County, this includes working with property owners when present, collecting data using State and County guidelines and procedures, sketching all improvements, and making qualified judgements regarding the quality and condition of each improvement.
- Ensure assessments accurately and fairly reflect property values that are legally defensible to the County Board of Equalization.
- Measure and photograph all structures in sufficient detail and accuracy.
- Enter data collected from inspections into the State of Wyoming Computer Assisted Mass Appraisal system efficiently and accurately. Accuracy level must be at a 90% or above.
- Use a mapping system while in the field to direct partner to any given property at any given time.
- Operate a County vehicle and observe all traffic laws and regulations.
- Locate properties throughout the County using legal descriptions, records, maps, and photographs.
- Work with various County record systems for research and records retrieval and assist in the research of land and improvement records for inclusion in appraisal reports.
- Answer phones and respond to requests and inquiries from the general public in a courteous and professional manner.
- Perform other duties as assigned or required.

### **Qualifications/Requirements:**

#### **Knowledge of:**

- Modern office practices, methods, and equipment.
- Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Safe work practices.
- Principles and practices used in dealing with the public.
- Principles and practices of data collection and report preparation.
- Safe driving principles and practices.
- Making arithmetic calculations and basic mathematical principles.

**Skill/Ability to:**

- Operate modern office equipment.
- Operate a motor vehicle safely.
- Tolerate extreme weather conditions and ability to travel to different sites and locations throughout Platte County.
- Ability to physically perform property appraisal duties, this includes walking long distances, climbing over and through fences, working around livestock and tolerating any and all encounters while in the field.

**Special Requirements:**

- Ability to obtain temporary certification as a property tax appraiser as issued by the State of Wyoming within 2 years of date of employment; and permanent certification as a property tax appraiser as issued by the State of Wyoming within 4 years of date of employment.
- Must be able to attend 5-day schools and 1 to 4-day training sessions in locations throughout Wyoming to obtain certification. This requires successful completion of appraisal courses as prescribed by statute. This also requires successful completion of 28 hours of continuing education every two years.

**Education:**

- High School Diploma or equivalent.