



ASSESSOR'S OFFICE

500 W. 4th St, Room 107

Hastings, NE 68901

Phone: 402-461-7116

Fax: 402-461-7215

www.adamscounty.org

Associate Appraiser Job Description

Description: Under general supervision, assist the Head Appraiser in gathering and researching appropriate data for determining market value of locally assessed property. Perform physical inspection of properties throughout the county, collect appropriate data, interview property owners, prepare field sketches, determine property classifications, and utilize standard valuation techniques. Appraisal, Real Estate, or construction experience will be helpful.

Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

- Assist Head Appraiser with establishing the market value of real property through performing physical inspections to determine the property type and class, quality, and condition of the property. Update improvement information including area measurements, sketched data, photographs, and other related property information to then be entered into the Computer Automated Mass Appraisal system.
- Conduct interviews with property owners, builders, real estate salespersons/brokers, etc. while collecting and interpreting data.
- Follow established statutory and appraisal guidelines with regard to valuation of real property.
- Be able to interpret statistical data utilizing measures of central tendency.
- Light Travel may be required for training.

Full Performance Knowledge, Abilities, and Skills Required: (These may be acquired on the job and are needed to perform the work assigned.)

- Knowledge of principles, methods, practices, techniques, and the statutes governing real property assessment.
- Ability to organize, analyze, and interpret information.

Entry Knowledge, Abilities, and Skills Required: (Applicants may be screened for possession of these through written, oral, performance, and/or other evaluations.)

- Knowledge of surveying, GIS mapping, zoning, and architectural design as they apply to appraisal.
- Ability to gather facts and maintain records, establish and maintain effective working relationships, communicate effectively, accurately perform moderately complex mathematical calculations.
- Proficiency in Excel.

Job Preparation Guidelines: (Entry knowledge, abilities, and/or other skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

- High school education or equivalent, plus course work/training and/or experience; in appraisal, real estate, law, math, business administration, public administration, or related field helpful.
- Experience with digital measuring, 10-key calculating functions, reading maps, understanding legal descriptions, utilizing cost manuals, and working with the public
- Experience in basic appraisal and/or statistical analysis preferred.
- Valid Driver's license required

➤ Please submit application ASAP (available at www.adamscounty.org or in the Assessor's office) **WITH** resume and references in person or by mail.

➤ **Applicants missing required documents will not be considered.**

Position Details: 35 hrs/wk Mon – Fri 9am -5pm Starting Wage based on experience beginning at \$17.30

Benefits included: Employer paid health insurance for employee; Option for spouse/dependents

Sick Leave

12 paid holidays

Retirement Plan

Vacation Leave

Optional Benefits: Investment program, deferred compensation program, vision, and dental plans.