

**County of Grundy
Job Posting**



Date of Posting: December 9, 2022
Applications Accepted: Posted until filled
Job Title: Field Appraiser II
Department: Assessor Office
Reports To: Supervisor of Assessments & Chief Deputy
FLSA Status: Full Time, 40 hrs/wk, Non-Exempt
Rate of Pay: \$17.00 per hour

SUMMARY

Under general supervision, gather, verify and/or analyze data on both residential and commercial property using a variety of appraisal, GIS, database, spreadsheet and statistical software.

PRIMARY DUTIES AND RESPONSIBILITIES include the following:

1. Gather data on real property including, but not limited to, measuring structures, physical inspection of exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property.
2. Perform appraisals: inspections of property to be appraised and measured when needed, noting any differences since the last inspection (mainly the overall condition) and then photographing the structure.
3. Maintain current knowledge of assigned appraisal area and accepted work and building standards.
4. Responsible for forwarding commercial and industrial fieldwork to the Supervisor of Assessments.

SECONDARY DUTIES AND RESPONSIBILITIES include the following:

1. Appraise residential and commercial properties for ad valorem tax purposes.
2. Assist the Field Appraiser I in the maintenance, verification, and distribution of all building permits to the Township Assessors.
3. Represent the Supervisor of Assessments Office to the public, communicating with property owners, county and local officials, township assessors, and other county offices in general.
4. Administrative duties for the Supervisor of Assessments Office (screening calls, maintaining file systems, office correspondence).
5. Perform a variety of responsible support work in the preparation of assessment rolls and master property record cards.
6. Provide support and assistance with the calculation of assessments and market values of properties.
7. Any other duties/responsibilities as assigned, as appropriate in the assessment office.

SUPERVISORY/OTHER RESPONSIBILITIES

1. There are no supervisory responsibilities associated with this position.
2. Follow and maintain organizational policies and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform all Primary and Secondary responsibilities satisfactorily. The requirements, education and skills listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities.

REQUIREMENTS

1. Working knowledge of basic computer applications.
2. Working knowledge in reading legal descriptions of property.
3. Ability to read and interpret aerial based tax maps.
4. Working knowledge of the mass appraisal process and its application.

SKILLS

1. Computer software data entry, keyboarding, computer file maintenance
 - a. Industry specific mass appraisal software
 - b. Basic drawing software
 - c. Microsoft Office software
 - d. ARC/GIS Maps
2. General office equipment
 - a. Copier, facsimile machine
 - b. Phone system
 - c. Calculator

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years of experience in real property appraisal work, construction, real estate or a related field; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply fundamental concepts of algebra, geometry, and trigonometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATIONS/LICENSES/REGISTRATIONS

Certified Illinois Assessing Official (CIAO) certificate from the Illinois Property Assessment Institute, to be achieved within two years of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is frequently required to sit, to stand, to walk over various terrain; to use hands to finger, handle or feel; to reach with hands and arms; to climb, balance, stoop, kneel, crouch or crawl; to talk and/or hear, to taste and/or smell. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions, precipitation and/or humidity. The noise level in the work environment is usually moderate, and sometimes unpredictable.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Field Appraiser II" in the subject of the email.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.