


JOB DESCRIPTION
Field Appraiser II

Date of Last Revision: December, 2020

 WESTERYLY Rhode Island	DEPARTMENT	Assessment Department		
	REPORTS TO	Town Assessor		
	FLSA STATUS	Non-Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Assessor, the Field Appraiser II is responsible for the inspection, listing, discovery, and assessment of all ratable property within the Town. This position is also responsible for assisting the public with all questions or concerns related to the Town Assessor's office.

ESSENTIAL JOB FUNCTIONS

- Inspects all commercial and residential properties undergoing sanctioned construction, renovations, additions and other forms of alterations in a timely fashion with the highest degree of equitable assessments.
- Monitors new construction for the purpose of pro-ration taxes which includes newly constructed residential or commercial properties.
- Reports unsanctioned construction, additions, or renovations to the appropriate parties and enters updated property information into the computer records and calculates the assessment based on pre-established cost schedules.
- Imports all data into applicable computer software and creates and updates title cards for properties and maintains digital photos of properties.
- Reviews recorded deeds in order to extract sales of real estate and verify sales data with parties involved in the sale.
- Reviews all of the extracted sales data for accuracy and over-sees the daily maintenance of accurate sales data and property records.
- Verifies sales data with parties involved in a sale and maintains and updates assessment records and compiles figures for reporting purposes.
- Appraises real and personal property, ascertaining legal ownership, assist in listing personal property and recommending values for assessment, verifying cost and scope of ownership of personal property.
- Processes senior citizen exemption applications by assisting filling out the applications and copying documentation as needed and researches and collects additional information from a variety of resources.
- Assist with assessment appeals process as directed by Assessor.
- Analyzes tax returns and supporting documents needed for exemptions and determines and imports the percent eligible for the exemption.
- Processes motor vehicle data by analyzing and determining changes deemed for all motor vehicle data for the upcoming tax year.

ADDITIONAL JOB FUNCTIONS

- Assists with department projects and initiatives such as the departments' website, as required.
- Assists clerical staff in answering phones and questions posed by the visiting public and assists with

- processing and researching deeds and solves any problems posed by the public.
- Attends seminars, conferences, meetings as required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Assessment process, cost schedules, and market trends in order to defend assessments.
- Real estate valuation, inspection, and construction.

SKILLS in:

- Physically measuring new construction and additions in all seasons and providing accurate value of improvements for the purpose of assessment.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate's Degree in Business, Real Estate Appraisal or related field.
- Minimum of four (4) years of experience in real estate appraisal which includes work involving industrial, commercial, and residential properties.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of Rhode Island Certified Assessment Personnel (RICAP) or the ability to obtain one within one (1) year of employment.
- Real Estate Appraiser Certification is highly preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and bending; reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to eighty (80) pounds.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.