

## JOB DESCRIPTION

**Class Title:** Appraisal Technician  
**Department:** Assessing  
**Location:** City Hall  
**Date:** March 9, 2021

**SUPERVISION:** Works under the general direction of the City Assessor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Examines and appraises real and personal property in order to determine just value of individual properties and determine appropriate tax liabilities.
- Examines, audits, and verifies real estate sales data in order to compile market data samples and compute sales to assessment ratio analysis.
- Appraises parcels of property and revalues entire townships in the unorganized territories in order to determine the assessed value of the City.
- Reviews and audits municipal records in order to determine compliance with laws regarding record keeping, equity of assessments, and proper submissions for reimbursements; and submits written reports of findings to superior.
- Examines and interprets aerial photographs and complex land maps, referencing GPS coordinates and other reference points, in order to determine exact land boundaries, and revise and prepare property tax maps for the City.
- Conducts field reviews of appraisals performed by revaluation companies in order to determine their accuracy and completeness.
- Catalogs manufacturers' list prices of machinery and equipment in order to develop and maintain price schedules for personal property assessments.

### PERIPHERAL DUTIES

- Answers phone calls
- Fields questions from the public
- Participates in preparation for hearings before Board of Assessment Review and the State Board of Property Tax Review in order to interpret and defend appraisals and appraisal methodologies.
- Confers with the assessor, municipal officials, and taxpayers in order to explain, apply, and/or enforce property tax related laws and assist the municipal assessor with property tax administration and value issues.

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; or
- An equivalent combination of related education and work experience may be

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considered as meeting the degree requirement.

- Registration as a Certified Assessment Technician; or
- Certified Maine Assessor.
- Must have a valid Maine Driver's license, a good driving record and reliable transportation.
- Surveying and/or mapping

### Necessary Knowledge, Skills and Experience:

- Data analysis techniques and practices.
- Cadastral mapping theory and techniques.
- Agency standard operating procedures.
- Current personal property and real estate values.
- International Association of Assessing Officers guidelines.
- Apply accepted appraisal theory, practices, and procedures.
- Gather and compile data and prepare reports.
- Compile market data samples.
- Read maps and aerial photos to determine land boundaries.
- Establish and maintain effective working relationships.
- Communicate effectively.
- Write clearly and effectively.
- Locate parcels with online mapping technologies and aerial photographs.
- Interpret and explain property tax laws and regulations.

### **SPECIAL REQUIREMENTS:**

Certified Maine Assessor certification within 18 months of appointment.

### **TOOLS AND EQUIPMENT USED**

Personal computer; large format scanner and plotter; motor vehicle; calculator; phone; digital camera; surveyor's auto-level; copy and fax machine; tape measure.

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

Work is performed both in office setting and outdoors. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is routinely required to stand and sit for prolonged periods of time. Must be able to walk and traverse difficult terrain. The employee must also be

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capable of entering and exiting a vehicle and entering and exiting into private dwellings and/or businesses.

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and can be moderate to loud in the field. The employee will be required to use appropriate foot wear, appropriate jackets and warm clothing while maintaining a professional attire appropriate for the specific occasion.

### **SELECTION GUIDELINES**

Formal application, review of education and experience; oral interview, reference checks, pre-employment drug screening, and background investigation. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## JOB DESCRIPTION

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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\_\_\_\_\_  
Supervisors Name (Print)

\_\_\_\_\_  
(Employer Signature)

\_\_\_\_\_  
(Date)

Effective Date: *March 9, 2021*