



## Salt Lake County Job Description

### Certified Residential Appraiser

**DEPARTMENT:** Assessor's Office

**JOB CODE:** 361 **GRADE:** 16

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Residential/7300

**FLSA STATUS:** Non-exempt

**EFFECTIVE DATE:** 12/11/2022

#### **JOB SUMMARY**

Performs appraisals and technical assessment work on all types of residential properties, including vacant land, single-family residences, condominiums, agricultural (greenbelt), and multi-family (duplexes, converted duplexes, accessory dwelling units (ADUs) for ad valorem tax purposes. Defends values and taxable status at Board of Equalization hearings, State Tax Commission hearings, and all levels of court appeals.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in any field, plus two (2) years of directly related experience in the appraisal field, OR an equivalent combination of related education and experience.

Must possess a Certified Residential Appraiser License issued by the Utah Division of Real Estate, and an Ad Valorem Residential Appraiser designation from the Utah State Tax Commission, or obtain designation within one (1) year from time of hire.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

A valid Driver's License accepted by the State of Utah is required at the time of hire. A valid Driver's License issued by the State of Utah must be obtained within six (6) months of hire to operate a County vehicle.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Inspects properties in the field or with remote tools to collect, verify, and analyze data elements such as square footage, type, grade, and quality of the building's materials, conformity to area, age, neighborhood, and environmental influences.
- Represents the Salt Lake County Assessor regarding appeals of value and taxable status to the County Board of Equalization by performing re-inspections, participating in mediations with taxpayers, writing narratives, and appraisals.
- Represents the Salt Lake County Assessor to taxpayers regarding valuation and property tax questions.
- Defends assessed value and taxable status at the State Tax Commission and Court appeals

- Collects and analyzes residential sales and rental data on all types of residential property and land for use in valuation development.
- Creates and uses complex computer programs; develops queries to locate problems and inconsistencies.
- Determines greenbelt land classifications and production requirements; periodically audits use of greenbelt properties; prepares rollback taxes and appendices.
- Develops residential land tables with values for all classes of residential properties; collects and verifies vacant land sales data within geographic boundaries or neighborhoods.
- Assists the Manager in researching and responding to Division Administrator, Assessor, Mayor, Council Members, other Elected Officials, and the public on difficult or controversial situations.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

### **Knowledge of:**

- Computerized Mass Appraisal software and systems
- Standard Real Estate Appraisal techniques and practices
- Social and economic factors affecting real property values
- Statistical methodology and modeling
- Federal, State, and local real estate and personal property appraisal regulations
- Utah Code 59-2 - Property Tax Act
- Salt Lake County Tax System
- State Ad Valorem tax regulations
- Advanced management principles, methods, and techniques
- GIS Software and its uses
- Building trades and construction terminology
- Local area real estate values
- Real estate values as determined by cost, market, and income approaches to value

### **Skills and Abilities to:**

- Work with computer software related to job-specific duties
- Write appraisal reports
- Organize workloads and prioritize tasks to adhere to deadlines
- Work effectively in a dynamic environment, both independently and in a team setting
- Communicate effectively both verbally and in writing
- Demonstrate strong organizational skills
- Effectively apply general principles to specific conditions

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Requires occasional field work; may work in all types of weather.

This position requires the ability to climb, walk, sit, kneel, and bend in varied indoor and outdoor terrain to access assets and properties, collect field data, and perform measurements.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

The State of Utah has legislated that ad valorem real property appraisal work must be in compliance with federally regulated appraisal standards.

It is required that the successful candidate obtain designation and certification as mandated by State Legislation and the Utah Department of Commerce, as well as completion of additional coursework to maintain the designation and certification. Persons hired must maintain their designation and license, which requires 28 hours of education every two years. Persons hired must attend USPAP (Standards of Appraisal Practice) every two years as required by the appraisal board.

Appraisers working for the Salt Lake County Assessor's Office may not perform appraisals within Salt Lake County independently of this position, as this has been deemed a conflict of interest by the Salt Lake County Attorney's Office.

Revised Date/HR Business Partner's Initials: 04/25/2025 MP