



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Field Appraiser

FLSA: Non-Exempt

DEPARTMENT: Assessor

REVISED:

Summary: Under general supervision, performs technical work of routine difficulty in gathering property appraisal information in Laramie County.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs field inspections of properties, and interviews residents to obtain technical property information; collects data using state and County guidelines and procedures.
- Verifies the features and characteristics of the land and property to be appraised; draws to scale the components and property as an aid in determining its value.
- Conducts visual inspections and makes qualified judgments regarding the condition and effective age of properties; ensures assessments accurately reflect property values and are legally defensible to the County Board of Equalization.
- Measures and photographs all structures in sufficient detail and accuracy; draws improvements using computer software sketch program; makes square footage and perimeter calculations based on measurements obtained from structures inspected.
- Determines the classification of structures and other factors which determine the value of property.
- Documents gathered information into the State of Wyoming Computer Assisted Mass Appraisal (CAMA) computer system and property assessment database in order to obtain fair market value.
- Accesses and updates computer mapping programs and records systems.
- Assists in the research of land and improvement records for inclusion in appraisal reports; researches historical records to determine when structures were built.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of principles and practices of property assessment.
- Knowledge of computer aided mass appraisal systems.
- Knowledge of drawing software and digital cameras.
- Knowledge of mapping programs and records systems relevant to appraisal activities.
- Knowledge of GPS and GIS.
- Knowledge of digital cameras.

- Skill in analyzing and interpreting the factors affecting property values.
- Skill in visiting properties and interviewing relevant parties to obtain technical property information.
- Skill in conducting visual inspections and making qualified judgments regarding the condition and effective age of properties.
- Skill in conducting research utilizing field data and historical records.
- Skill in documenting and recording property information.
- Skill in making arithmetic calculations.

Minimum Qualifications:

High School Diploma or equivalent; AND three (3) years appraiser experience; OR equivalent combination of education, training and experience. Must have, or obtain within one year of employment, and maintain a Permanent Certification of Property Tax Appraiser issued by the State of Wyoming. Must have a valid driver's license.