

Job Posting 09-2021 Real Estate Field Appraiser

The McDonald County Assessor's office is taking applications for a Real Estate Field Appraiser. The Field Appraiser performs a variety of routine and complex technical field and office work in the appraisal of agricultural, commercial, industrial, residential, timber cut and/or personal property i.e., mobile homes for tax assessment. The purpose of this position is to appraise improved or unimproved real property to determine assessed value.

Essential Responsibilities and Duties

1. Use ownership maps to locate and identify properties involving the use of a computer as well as reading a map to locate property when driving.
2. Conduct field inspections of various types of property including new and existing residential structures, mobile homes, recreational property, farms, light commercial property, and/or land.
3. Determine construction type, quality, and condition of property; verifies and documents land characteristics.
4. Obtain property photographs, and measures structures for assessment.
5. Enter components and sketches of structures in appraisal software for assessment.
6. Upload photos in appraisal software and attach to parcel.
7. Respond to inquiries from property owners and the public regarding the appraisal process, values established, and laws governing the valuation of property; provide information within the scope of authority and training.
8. Prepare and maintain a variety of appraisal records and documentation.
9. Provide for the fair and equitable assessment of residential real property located within the County for ad valorem tax purposes.
10. Learn County policies and procedures to determine fair market value for real property.

Status:

Full-time, non-exempt, benefited, hourly

Working Hours:

Monday – Friday 8am- 4:00pm

Location: Pineville, Missouri

Qualifications

Must be able to read and post numerical data rapidly and accurately. Perform basic mathematical computations to include, addition, subtraction, multiplication, and division. Understand oral and written instructions. Communicate effectively verbally and in writing. Prepare clear, concise, and organized business correspondence.

Environmental Conditions

Work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking is involved. Employee will be exposed to all types of weather including extreme heat and/or extreme cold.

Experience and Training Guidelines High School Diploma or GED Valid state driver's license or ability to obtain one. Preferably Class E.

Miscellaneous Requirements

1. Must successfully complete pre-employment substance abuse testing and physical.
2. Will be subject to random substance abuse testing.
3. Will be subject to e-verify and background check

Deadline for Application:

Applications will be accepted until the position is filled. You can find the application on our county website listed below.

<https://mcdonaldcountymo.gov/human-resources/>

Send resumes to : sueann.stokes@mcdonaldcountymo.gov

County of McDonald is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.