

Code: 1176

Title: APPRAISAL SUPPORT SPECIALIST

SUMMARY: Performs paraprofessional work in direct support of property appraisal activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Performs specialized research of records, data collection and verification, and prepares reports in direct support to appraisal activities;

Utilizes and updates databases, spreadsheets, logs, maps and drawings using computer aided drafting software and other application software;

Performs field work assisting appraisers by measuring and making rough drawings of structures, taking notes on types of construction and updating appraisal records;

Reviews property tax value information and statistical data to ensure accuracy and uniformity, and updates tax roll valuations and corrects errors;

Verifies valuation of property and tax statements to property owners and responds to questions from the public regarding property values and taxes;

Documents appraisal field notes and updates property record information;

Reviews property records to verify legal description, clear title, changes in ownership, proportions of land splits, and property tax valuation information;

Reviews and sorts documents, creates new records and inputs and retrieves information using automated systems;

Interprets, codes, classifies and enters information from a variety of source documents in an automated data entry system;

Operates various office equipment such as typewriters, computer terminals and personal computers, facsimile machines, photocopiers, calculators and scanners.

Provides assistance to the public regarding values and assessment process;

May lead and train other paraprofessional or clerical staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- general office practices and procedures;
- business English and basic mathematics;
- legal requirements and deadlines for property appraisal and taxes;
- methods and techniques of property valuation;
- computer aided drafting applications, databases and spreadsheets.

Skill in:

- maintaining specialized files and other documentation in manual and automated systems;
- interacting with the public and providing customer service;
- operating various office equipment such as typewriters, computer terminals and personal computers, facsimile machines, photocopiers, calculators and scanners;
- indexing, classifying, coding and filing records and documents in manual and automated systems;
- compiling data and preparing reports;
- making routine mathematical calculations;
- reading legal descriptions, deeds, plats and maps;
- training others in general office procedures;

- maintaining records, databases and spreadsheets;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: EITHER

(1) One year of clerical experience.

OR

(2) A high school diploma or GED equivalent.

(Relevant education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of hire must complete the Arizona Department of Revenue introduction to property tax course, failure to satisfactorily complete coursework shall be grounds for termination. Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 4/26/19(tb)
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