



Miguel Martinez
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

LAKE COUNTY GOVERNMENT

NEW JOB TITLE: Appraiser
DEPARTMENT: Assessor's Office
SUPERVISOR TITLE: Lake County Assessor/Deputy Assessor
BEGINNING SALARY RANGE: \$45,000-\$50,000 annually, DOE

FUNCTION AND PURPOSE OF THE THIS POSITION

Collects, analyzes, and tabulates data for the appraisal of real and personal property. Assists in the classification and valuation of residential, commercial, multi-unit dwellings, mobile/manufactured homes, vacant land, agricultural property, natural resources, industrial, and special purpose property. Will prepare required reports and documentation for protest hearing; perform field visits/audits; advise/assist taxpayers. Will spend about 25% of time doing field audits and checking property characteristics and uses.

ESSENTIAL FUNCTIONS – Essential and other important responsibilities and duties may include, but are not limited to, the following: Updated May 2022

Appraiser Duties:

- Attain and maintain active Colorado Ad Valorem Appraisal License
- Determines the market value of assigned properties by using the appropriate approach- cost, market or income approaches.
- Educates taxpayers in the assessment process and procedures used to arrive at actual and assessed values.
- Call sellers, buyer, real estate agent or title companies, as necessary, for sales confirmation and follow-up
- Works with taxpayers in handling appeals and defends values at all hearing and court levels.
- Researches and prepares tax roll changes.
- Accurately and prudently update property records as needed
- Complete field audits at businesses, dwellings, commercial buildings, and vacant land to determine use and confirm attributes.
- Performs related work as required.
- Duties subject to change

Educational/Experience Requirements

- High school graduate or equivalent
- Experience in real estate, appraisal or other related field preferred
- Appraisal license requirements prior to attaining appraisal license
 - Basic Appraisal Principles (35 credit hours, 5 days, study time 3 hours each night of class)
 - Basic Appraisal Procedures (35 credit hours, 5 days, study time 3 hours each night of class)
 - Introduction to Ad Valorem Mass Appraisal (35 credit hours, 5 days, study time 3 hours each night of class)
 - National USPAP (15 credit hours, 2 days, study time 3 hours)
 - Pass state Ad Valorem Appraiser Examination (3 weeks of studying nightly)
- 28 hours of continuing education after license attainment required during every two-year cycle