

Code: 2531

Title: PROPERTY APPRAISAL AIDE

SUMMARY: Provides specialized clerical and field support to professional appraisal staff.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on 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 preparation of reports in direct support to appraisal activities;

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

Records new construction and building additions on existing property record cards from building permits and appraiser's field notes;

Updates and maintains databases, spreadsheets, logs, maps and drawings in a Local Area Network (LAN) using computer aided drafting (CAD) automated systems and other specialized scanning systems and computer applications;

Posts new subdivision maps to appraisal map books;

Makes simple mathematical calculations to determine parcel size and land value;

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

May lead and train other 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;
- the methods and techniques of property valuation;
- computer aided drafting applications (CAD), databases, and spreadsheets.

Skill in:

- 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;
- measuring and making scale drawing of buildings, parcels and personal property;
- training others in general office procedures;
- maintaining records, databases and spreadsheets;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) Two years of clerical experience.

OR:

(2) One year of experience with Pima County as an Office Support Level (OSL) II .

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

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

Pima County

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