

Code: 2531

Title: PROPERTY APPRAISAL AIDE

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

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 preparation of reports in direct support to appraisal activities;
Performs field work assisting appraisers by measuring and making rough drawings of structures, taking notes on types of construction and updating appraisal records;
Documents appraisal field notes and updates property record information;
Utilizes and updates databases, spreadsheets, logs, maps and drawings using computer aided drafting software and other applications software;
May review property records to verify legal description, clear title, changes in ownership, proportions of land splits, and property tax value information;
Answers general procedural questions from the public concerning specialized documents;
Provides assistance to the public regarding values and assessment process;
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 into an automated data entry system;
Operates various office equipment such as typewriters, computer terminals and personal computers, facsimile machines, photocopiers, calculators and scanners.

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 software including spreadsheets, word processing programs, and databases.

Skill in:

- maintaining specialized files and other documentation in manual and automated systems;
- compiling data and preparing reports;
- performing arithmetic calculations;
- reading legal descriptions, deeds, plats and maps;
- measuring and making scale drawings of buildings, parcels and personal property;
- training others in general office procedures;
- maintaining records, databases and spreadsheets;
- communicating effectively, both orally and in writing.
- Operating a variety of office equipment, including computers, facsimile machines, photocopiers and calculators;
- Interacting with the public and providing customer service;
- Coding, classifying and entering data into computers and verifying key entries.

MINIMUM QUALIFICATIONS:

(1) One year of clerical experience.

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 10/19/16(gs)