

PROPERTY APPRAISER TRAINEE

DEFINITION

As an enrollee in the Appraiser Trainee Course in accordance with Oregon Administrative Rules 308.015, assists in the appraisal of real and personal property for tax assessment purposes; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Appraisal Manager or Appraisal Supervisor and technical and functional supervision from assigned appraisal personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assists in the appraisal of a wide variety of properties including residential, farm/forest deferral property and personal property for tax assessment purposes.

Reviews property descriptions and performs physical inspections of properties to obtain data for use in determining classification and value according to established standards and guidelines.

Assists in making calculations and office studies pertaining to the valuation of real and personal property.

Assists in performing market studies to determine market value for various classes of property; assists in gathering and evaluating sales data for the purpose of determining trends and averages as indicators of correct value.

MINIMUM QUALIFICATIONS

No specific education or experience is required.

Special Requirements:

To become an Appraiser Trainee, an individual must:

- a. Be currently employed in the Department of Assessment and Taxation;

LANE COUNTY
Property Appraiser Trainee (Continued)

Special Requirements (con't)

- b. Pass a general knowledge examination given by the Oregon State Executive Department, Personnel Division;
- c. Apply to the Oregon Department of Revenue to enroll in the Appraiser Trainee Program; the Training Course shall not exceed two years. An Appraiser Trainee can be employed as a Trainee for only two years without becoming a Registered Appraiser;
- d. Possess a valid Oregon Driver's License.