

Appraiser Intern

Assessors' Office

JOB SUMMARY

This position assists in various aspects of property appraisal with the goal of providing experiential training. It will provide the intern with exposure to the field of mass appraisal including measuring and sketching structures, reviewing property sales data, interacting with taxpayers, records management requirements, property tax legislation, and a variety of other related topics.

MAJOR DUTIES

1. Review and analyze rural land sales. Recommend updates to current land schedules.
2. Review building sketches and re-draw if necessary.
3. Research requirements for management of records.
4. Assist with converting and indexing records once archival format has been determined.
5. Assist full-time staff with various appraisal duties.
6. Produce ad hoc reports.
7. Perform other duties as assigned.

KNOWLEDGE PREFERRED FOR THE POSITION

1. Skill in gathering and analyzing data.
2. Knowledge of Excel and the ability to manipulate data within spreadsheets.
3. Ability to read maps and sketches.
4. Skill in converting and indexing documents to electronic format.

SUPERVISORY CONTROLS

The intern will perform tasks for all divisions. The Lead Residential Appraiser is the primary supervisor and will direct assignments and training.