



EXTERNAL POSTING



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Position Title: Appraiser III (Commercial Division)
Office/Division: County Assessor's Office

See job description on-line for further details

NATURE OF WORK and PRIMARY DUTIES and RESPONSIBILITIES: *Including, but not limited to:*
Under the general supervision of the County Assessor or designee, perform a variety of complex technical appraisal tasks to establish values for assessment and taxation. Defend assessed values and actions before entities through the preparation and presentation of pertinent facts.

SUPERVISION EXERCISED: Provide training and guidance to subordinate staff Appraisers.

MINIMUM EDUCATION and EXPERIENCE*: High School Diploma or GED equivalent required.

Eleven (11) years' experience performing the duties of a mass appraiser / fee appraiser.

Nebraska Assessor's Certification or ability to obtain certification within one year.

One (1) year supervisory and/or work-related training experience.

**Approved combination of education, training, and/or work experience that would provide equivalent knowledge, skills and abilities may be considered and substituted for the stated education and/or experience.*

Special Requirements: Must have and maintain throughout employment a valid Driver's License, as well as meet eligibility requirements of "acceptable driver standards" as defined by the County.

Necessary Knowledge, Skills and Abilities: *including, but not limited to:*

Extensive knowledge of and ability to perform real property mass and/or fee appraisal principles and practices; Considerable knowledge of and ability to use computers, department-specific software and Microsoft Office software; Skill in effective organization and processing of information/data; Ability to maintain a professional appearance and demeanor; Ability to handle stressful situations; Ability to communicate effectively, in English, both verbally and in writing; Ability to effectively meet and deal with the public; Ability to operate standard equipment and tools as listed on the description.

LOCATION & HOURS OF WORK: Sarpy County Assessor's Office, 1210 Golden Gate Dr., Papillion, NE 68046, Monday – Friday: 8:00am – 5:00pm. Work involves frequent outside duties.

Applications: To complete an application, you MUST to do the following:

- Visit www.sarpy.com/Job Opportunities
- Create an on-line application account. (link: applicant login) – on-line system is available 24/7! In order to do this, you will need an email address as well as a password, as you will want to access your account and application for updates on the selection process. Once your account/master application is created, go back and select the position title for which you are applying, and complete the process.
- Applications will NOT be accepted via fax, email or paper; to be eligible for the job you MUST complete an ONLINE application.

Applications must be submitted on-line by 11:59 p.m. July 19, 2017

Post Dates: July 5, 2017 – July 19, 2017

Please be advised that if you advance in the application process, Sarpy County's Employment Policy requires that you submit to multiple background checks, including an extensive criminal history records check. Having a criminal history will not necessarily bar you from employment with Sarpy County as individual circumstances will be considered.

APPOINTMENT TO THE POSITION WILL BE CONTINGENT UPON A NEGATIVE DRUG TEST RESULT, AND SUCCESSFUL BACKGROUND CHECK.

This position is subject to Veterans Preference.

Sarpy County is a Drug-Free Workplace / Equal Opportunity Employer

Sarpy County participates in E-Verify®