



EXTERNAL POSTING



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Position Title: Appraiser II (Commercial Division)

Department: County Assessor's Office

See job description on line for further details.

GENERAL PURPOSE AND DUTIES: *Including, but not limited to:* perform a variety of moderately complex technical appraisal tasks to establish values for assessment and taxation. EXAMPLES: Identify properties through the use of legal descriptions, surveys, plat maps, recorded deeds, and geographic aerial maps; plot market sales on mapping formats. Review permits, blueprint and aerial map reading; review property records for completeness and accuracy. Perform on-site inspections; review documents to determine residential, commercial, and agricultural assessed value. Accurately compile data and update the characteristics. Identify, collect, and record real property characteristics necessary for the valuation process. Employ mass appraisal techniques in the statistical analysis of the level of assessment. Establish effective working relationships. Report to work with regular, predictable, and consistent attendance.

MINIMUM REQUIRED QUALIFICATIONS:

Education and Experience: A) High School Diploma or GED equivalent required*. B) Six (6) years' experience as a mass appraiser and/or real property appraiser*. C) Nebraska Assessor's Certification or ability to obtain certification within one year.

**Approved education and/or work experience beyond that required which provides equivalent knowledge, skills, and abilities may be considered and substituted for the stated education or work 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: Working knowledge of construction techniques, methods, and terminology; Working knowledge of, and ability to perform real property mass appraisal principles and practices; Skill in effective organization and processing of detailed information/data; Effective interpersonal communication and customer service skills; Ability to understand and follow instructions; Ability to read and understand directions, manuals, and standard operating procedures; Ability to maintain a professional appearance and demeanor; Ability to communicate effectively, in English, both verbally and in writing; Ability to operate listed equipment.

PHYSICAL DEMANDS & WORK ENVIRONMENT: See job description on-line for details.

LOCATION AND HOURS OF WORK: Sarpy County Assessor's Office, 1210 Golden Gate Drive, Papillion, NE 68046. Hours typically Monday – Friday 8:00am – 5:00pm.

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 11:59pm Wednesday, July 19, 2017

POST DATES: July 5 – 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

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