



JOB DESCRIPTION

Department	Assessing
Location	Village Hall, 9915 39th Avenue, Pleasant Prairie WI 53158
Job Title	Appraiser I
Classification	Salary/Exempt
Pay Range	\$61,456.51 – \$73,747.81 Annually F104

Job Summary

The Office of Assessment Services provides statutory services to a number of municipalities within Kenosha County through an independent contractual agreement between the Village and each community. The Appraiser I will be engaged in various appraisal activities and requires the ability to act independently in both judgment and performance of their duties. The Appraiser I shall perform the activities of the job in accordance with State of Wisconsin and Village guidelines with the final product subject to review by the Director.

Job Duties

- Conducts valuation of real and personal property for property tax purposes.
- Performs field reviews of new and existing property to ensure complete and accurate property records.
- Amends or creates descriptive land records for newly created or changed real estate parcels.
- Verifies, updates, and creates business personal property account information and locations.
- Reviews, follows-up with appropriate parties, and amends statements of personal property, as necessary.
- Analyzes property sales and all other market/economic data to establish property values.
- Compiles data and prepares information/reports to substantiate property values.
- Determines fair market value of property through the application of recognized methods of property appraisal.
- Provides explanations of the laws and procedures under which assessments are determined to taxpayers.
- Receives and investigates concerns about assessments and resolves valuation issues with taxpayers.
- Processes assessment appeals and prepares appraisal reports for residential appeal proceedings.
- Presents and defends the accuracy of residential assessments during appeal proceedings.
- Utilizes excellent judgment and is tactful and diplomatic when interacting with the public, co-workers, and elected officials.
- Maintains and updates data utilizing Microsoft Suite, Market Drive, and NCSS software.
- Plan and prioritize job assignments and work activities.
- Work independently away from Village offices for extended periods of time.
- Performs other duties and special assignments as directed within the scope of the Assessing Department.

Physical Requirements

- Frequent public interaction and requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Frequent movement about the Village of Pleasant Prairie boundary, development sites, and office spaces.
- May require, at rare times, some moving, lifting, and/or carrying a range of weight up to 50 lbs.
- Work is primarily performed in an indoor office environment, but exposure to adverse outdoor conditions may occasionally occur during required construction or building site assessments.

Requirements - educational, certifications and experience

- Associate Degree in Real Estate, Business, Mathematics or other related field, Bachelor's Degree preferred.
- Two+ years of experience establishing property values for taxation purposes in a governmental office or performing mass appraisals in an appraisal firm.
- Certification by the Wisconsin Department of Revenue as an Assessor I, within three months of hire.
- A valid drivers license.
- Experience utilizing Microsoft Office Suite, primarily Word, Excel, and Access.
- Experience or familiarity with Market Drive and NCSS software is preferred.
- Knowledge of mathematical and statistical tools used in real property appraisal.
- Knowledge and ability to interpret work-related materials such as Wisconsin state statutes and laws, the Wisconsin Property Assessment Manual, and the Uniform Standards in Professional Appraisal Practice (USPAP).
- Familiarity with building and construction practices and principles is preferred.
- A combination of training and experience that provides the required knowledge, skills and abilities, will be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 1/2023