

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Specialist	B	2	2	Non-Exempt
POSITION TITLE: Property Appraiser 1		POSITION#:		
☐ New ☒ Revised (Check one)		Date: 8/24/2026		
SERVICE TYPE:		AFSCME		
Employee Name:		Department: Assessment	Supervisor: Chief Appraiser 500311	
FTE: 1.0	Employment Status: Regular Full Time			

Position Summary:

The purpose of this position is to accurately establish real market value of all real and personal property in Benton County. This is done in accordance with the Oregon State Department of Revenue's rules and regulations and is accomplished through onsite inspections of land, dwellings, outbuildings, and manufactured homes. Initial appraisals may be less complex and of narrower scope than those performed by a Property Appraiser 2.

Essential Duties: List the Major Functional Areas and the percent of time that you would expect the incumbent to perform in an average year. Under each Major Functional Area provide a list of essential duties (indispensable job duties) of the position.

No.	Major Functional Area (MFA)	% of Time
1	MFA: Field Inspections/Data Entry Essential Duties: Appraise urban and rural residential properties by on-site inspection. Attributes such as style and quality of construction, property measurements, depreciation, land adjustments, and other applicable information about the property are entered into the valuation system. Enter improvement sketches or update as necessary.	40%
2	MFA: Research and Data Collection/Analysis Essential Duties: - Properties assigned to be appraised are researched and analyzed prior to field inspections. Research and analysis include, but is not limited to; -existing property file which may include existing improvement/building diagrams. -Plat maps -Building Permits -Building Plans -Sales information such as recorded documents, and sales verification letters.	20%
3	MFA: Customer Service/Training Essential Duties: - Assist property owners and other agencies on the phone, in the office or in writing. - Answer inquiries which require a basic understanding of assessment functions, regulations, assessed values, and assessment procedures.	10%

	Demonstrate the ability and willingness to cooperate with property owners, other agencies and co-workers to develop equitable assessments. Attend DOR approved training as needed. Must maintain state required Appraisal Registration by successfully completing 30 hours of formal continuing education every cycle.	
4	MFA: Annual Project's Essential Duties: - Process simple Segregation/Merge of properties - Compute, calculate and interpret valuation and acreage changes in Real Property due to: (lot line adjustments, subdivision, partition plats, cancel and combining accounts). These processes require mathematical calculations which result in the adjustment of the Maximum Assessed Value (MAV), which will affect the taxable value of the property. - Conduct yearly surveys with local contractors regarding building cost increases or decreases within the market. - Yearly auditing to maintain accurate property account records. - With the assistance and overview of senior appraisers, defend contested values before the Property Value Appeals Board (PVAB). The defense includes compiling Sales data relating to the appealed property and creating the presentation. Based on the outcome of PVAB, appeals may continue onward to the Department of Revenue, or Magistrate Division of the Oregon Tax Court. These appeals are held via personal appearance or telephone hearing. - Other special projects as needed.	30%
Percentages should total 100%	100%	

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

Positions in this classification must be a Registered Appraiser with the Department of Revenue and maintain registration by completing formal continuing education approved by the Department of Revenue.

Possess and maintain a valid Oregon Driver's License and good driving record.

Physical Requirements:

Must have physical ability to perform field inspections of various types on uneven and difficult terrain for extended periods of time. Must be willing and able to drive through County and work outdoors in heat, cold, rain, windy or muddy conditions. Sedentary work requires repetitive motion using a keyboard, reaching and sitting at computer for extended periods of time. Must be comfortable working with disgruntle and difficult property owners in the field, on the phone, and in the office.

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NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____