

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Specialist	B	2	1	Non-Exempt
POSITION TITLE: Property Appraiser Trainee		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:

This is an entry-level position learning to accurately establish real market value of all real and personal property in Benton County for property taxation purposes. This is done in accordance with the Oregon State Department of Revenue's rules and statutes. The mission is accomplished through appraisals, which may be performed on all property types. This position is distinguished from the Property Appraiser 1 by the entry-level type of appraisals performed and the level of training and oversight by Senior appraisers.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Field Inspections Essential Duties: Appraise all property types by on-site inspection. Structures are measured and attributes such as style and quality of construction, property measurements, depreciation, land adjustments, and other applicable information about the property is collected and entered into the valuation system.	30%
2	MFA: Data Entry Essential Duties: - Document data collected through on-site inspections, interviews, or research - Manually create or update improvement sketches. - Flag individual accounts for future review, or other changes as indicated during a field inspection.	20%
3	MFA: Data Collection/Analysis Essential Duties: - Analyze properties to be assigned to be appraised, prior to field inspections This includes, but is not limited to; -existing property file which may include existing improvement/building diagrams. -Plat maps -Building Permits -Blue Prints -Sales information such as recorded documents, and sales verification letters.	20%
4	MFA: Annual processes Essential Duties: - Process simple Segregation/Merge of properties - Calculate valuation and acreage changes in Real Property due to: (lot like adjustments, subdivision, partition plats, cancel and combining accounts). These	15%

	processes require mathematical calculations which adjust the Maximum Assessed Value (MAV), which will affect the Assessed Value. • Conduct yearly surveys with local contractors regarding building cost increases or decreases within the market. • Yearly auditing to maintain accurate property account records.	
5	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. Demonstrate the ability and willingness to cooperate with property owners, other agencies and co-workers to develop equitable assessments. • Must maintain state required Appraisal Registration by successfully completing 60 hours of formal continuing education within two years of hire and 30 hours every cycle thereafter, approved by the Department of Revenue.	15%
Other Duties as assigned		
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 become a Registered Appraiser with the Department of Revenue within 6 months of hire 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.

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:_____