



*Buena Vista County*  
BEAUTIFUL VIEW

## **Buena Vista County Assessor's Office**

The Buena Vista County Assessor is currently seeking a full-time Field Appraiser.

This full-time, benefitted position is expected to work 40 hours per-week, typically Monday-Friday, 8:00am-4:30pm, with occasional early mornings and/or evenings.

Job duties for the position of Field Appraiser entail the physical inspection and listing of land, dwellings and buildings of both the interior and exterior of all property subject to taxation. Candidates must have good communication and public relations skills. Knowledge of, or a background in construction is preferred but not required. Applicant must have strong math & computer skills. Real estate and/or appraisal knowledge is a plus. The person chosen for this position must be detailed oriented, have excellent interpersonal skills, the ability to manage time/projects independently, and be willing to learn. A high school diploma or GED is required and a two-year college degree or higher is preferred.

Applicants must pass a criminal background check and a pre-employment drug screen prior to hire.

Salary is negotiable and will be based on skill and experience.

To apply, submit a cover letter, resume, and completed job application to the Buena Vista County Assessor's office in person, via email to [BVAssessor@bvcountyiowa.com](mailto:BVAssessor@bvcountyiowa.com), or postmarked no later than October 22, 2021. Applications submitted without a cover letter, resume, and completed Buena Vista County job application will not be considered.

**Buena Vista County is an Equal Opportunity Employer  
and a Drug Free Workplace.**

# **Field Appraiser Job Description**

## **Definition & Duties:**

Under the supervision of the county assessor and deputy assessor(s), the field appraiser performs real property assessments on new construction, remodeled dwellings and structures, and existing property. This person will investigate protested valuations and make recommendations to the Board of Review.

## **Knowledge of:**

- New and remodeled construction and real estate appraisal methodology
- Market value of new and existing real estate
- Appraisal techniques and procedures used in establishing property valuation
- Property valuations, property taxes, and property exemptions and credits
- Market trends, costs, and other factors affecting value of real property
- Local, state, and federal regulations related to property appraisal
- Mathematical computations
- Current office practices and procedures
- English language to include grammar, spelling, sentence structure, vocabulary, and proofreading skills

## **Ability to:**

- Learn, apply, and articulate applicable laws, department policies, and procedures
- Make accurate mathematical calculations and utilize formulas to establish values
- Represent Buena Vista County and perform duties in a professional, responsible and trustworthy manner
- Provide customer service that is professional, courteous, and responsive
- Interact effectively with people from widely divergent backgrounds, interests, and points of view
- Establish and maintain effective working relationships with co-workers, supervisors, other departments, and members of the public
- Interpret various codes and permits issued by the state of Iowa
- Collect data, keep records, prepare reports, and technical correspondence
- Understand and use methods and procedures associated with computer assisted mass appraisal (CAMA) program, database, and tables
- Maintain confidentiality and security of information as appropriate
- Be detail-oriented and accurate when working with documents and information
- Use a computer for the purposes of data entry, spreadsheets, word processing, e-mail, and Internet
- Operate common office equipment such as calculators, photocopiers, scanners, printers, and multi-line telephones
- Handle moderate levels of stress, meet deadlines, and solve problems appropriate to the position
- Organize and prioritize multiple tasks
- Organize and present factual information and ideas clearly and concisely, in both oral and written form
- Follow oral and written instructions
- Have sufficient vision which permits production and review of a wide variety of materials both in electronic and hardcopy (paper) forms

- Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse
- Have clarity of speech, writing, and hearing which permits effective communication
- Have sufficient personal mobility to complete fieldwork at various locations and attend meetings at various county facilities and other locations
- Work outdoors in different terrains in all weather conditions
- Sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl, squat, bend, twist, and reach
- Push, pull, lift, and/or carry up to 25 pounds
- Work flexible schedule with occasional evenings as needed

**Minimum Education, Training & Experience, & Special Requirements:**

High school graduate or equivalent with coursework in statistics, algebra, geometry, and training in building construction trade and two years of job-related experience that includes contact with the public and legal records maintenance OR any equivalent combination of education and experience that provides the required knowledge and skills. Previous real estate valuation training preferred but not necessary.

**Special requirements:** Valid driver's license and insurable under county liability coverage. Must pass a background check.

**Specific Duties:**

To be performed satisfactorily with or without reasonable accommodation

**The following duties are normal for this position. These are not to be construed as all-inclusive or exclusive. Other duties may be required and assigned.**

- Evaluate new construction and existing real estate to determine each component's cost and value for a fair market valuation
- Initiate communication with taxpayers to measure and assess interior finish of dwellings and exterior structures
- Follow standard procedures by checking the most current state tax laws and regulations pertaining to assessments for determination of fair market value
- Analyze sales data in order to equitably assess and revalue property
- Enter data of all collected field information
- Analyze and compare assessments of different market areas to maintain equity and consistency in assessments
- Assist the public with questions in regard to their property valuations, property tax credits, exemptions, etc.
- Provide backup for day-to-day operations of the department by answering the telephone and assisting the public as needed
- Participate in trainings, educational opportunities, and work-related meetings as requested
- Perform all work duties and activities in accordance with Buena Vista County policies, procedures, and safety practices
- Attend work regularly at the designated place and time

**\*\*\*Resume and cover letter must be submitted along with the job application**

# APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

*(PLEASE PRINT)*

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: ..... : ..... <sup>AM</sup>/<sub>PM</sub>

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? .....  Yes  No

.....If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status  
*Proof of citizenship or immigration status will be required upon employment.* .....  Yes  No

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER      DATE

Employed  Yes  No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE      DATE

*This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.*

# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Are you a military veteran? If so, please send a copy of your DD214.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?  YES  NO

## REFERENCES

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Name) \_\_\_\_\_  
\_\_\_\_\_ (Address)
2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Name) \_\_\_\_\_  
\_\_\_\_\_ (Address)
3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Phone #  
\_\_\_\_\_ (Name) \_\_\_\_\_  
\_\_\_\_\_ (Address)



**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_