

JOB DESCRIPTION

TITLE: Appraiser

DEPARTMENT: Assessor (Revaluation 20-000)

DATE: May 2026

BASIC FUNCTION

- Appraisal of property in Boise County for tax assessment purposes
- Communicate effectively in a Business environment with employees and taxpayers.
- Be open to constructive criticism and respond with openness and professionalism. Work well with others.
- Additional general office duties as deemed necessary.
- Uncertified Appraisers will not present cases at Board of Equalization or Board of Tax Appeal, they will sit second chair.

MAJOR DUTIES

Field Inspection Duties:

- Drive to individual parcel locations, depending on location, walk from parcel to parcel. For example in Idaho City you can walk parcel to parcel in order to conserve fuel.
- Knock on the door of improved parcels.
 1. If Property owner is available, communicate effectively with Property Owner to obtain accurate information for appraisal, note that you spoke to owner.
 2. If Property owner is not available, continue on with normal processes.
- Walk the property to effectively assess/appraise parcel.
 1. This includes, but not limited to, walking steep terrain or river banks. If you have a parcel that is surrounded by other parcels, you may need to walk to this parcel due to lack of vehicle access.
 2. Take pictures of all structures, land layout, view, and access to further the appraisal analysis.
 3. Obtain/verify measurements for all structures, make notation on sketch of any changes/differences and show all areas that were verified with a check mark or circle.
 4. Class/Grade structures, Condition of structures, and Land.
 5. Take detailed notes of the parcel.
 6. Roadside appraisal should be the last option. Field Inspection is required by Idaho Statue 63-314. This requires accurate collection of data for the property. Roadside appraisal is only an option if we are a 'No to access' and have not obtained prior approval. If you feel uncomfortable at a property you should schedule a time with another appraiser to assess the property with you.
 7. All New Construction (building permits) and Sales need to be physically inspected in a timely manner to help with accurate sales analysis in determining market value.
 8. Update Appraisal Staff, Assessor, and Chief Deputy on a weekly progress of fielding.

Office Duties:

- Answer phone and be able to answer basic office questions. Be able to direct phone calls to the necessary person or department.
- Overall office awareness.
 1. Be aware of other office deadlines outside of direct Appraisal processes.

2. Greet taxpayers at the counter as needed.
 3. Help with the public terminal.
- Appraisers Calendar, it is each appraiser's responsibility to understand the calendar and communicate any adjustments/changes that need to be made.
 - Effectively communicate with all employees and supervisors within the Assessor's Office and other offices within Boise County as needed. Included, but not limited to, active participation with Appraisal staff on processes, improvements and challenges.
 - Sales Analysis
 1. Effectively work with Appraisers Group to quantify and build accurate value tables.
 2. Accurately record information from fielded sales in a timely manner.
 3. Work with all Appraisers on group grading class for Land, Residential and MH studies.
 4. Be an active part of the Sales Analysis process.
 5. Work with Kathlynn Ireland, Consulting Appraiser with the State Tax Commission, to gain a higher understanding of ratios and the sales analysis process.
 - Data Entry
 1. Accurately record information from inspected parcels to obtain market value, use checklists as necessary.
 2. Attach pictures for parcels.
 3. Sketch all structures.
 4. Input detailed notes from physical inspection.
 5. Input Forest and Agricultural Exemptions.
 6. Process other forms and information related to Appraisal in a timely and effective manner.
 7. Some of the above may be done by the Data Entry Appraiser, but it is the responsibility of the area Appraiser to ensure accuracy.
 8. Be aware of deadlines and effectively communicate in advance if you feel you need help in meeting a deadline.
 - Appraisers Workbasket
 1. Field all splits, combo's, and lot line adjustments.
 2. Ensure all items in workbasket are processed and marked complete before the data entry deadline.
 - Edits
 1. Conduct self edits to make end of year edits smoother.
 2. Be an active part of the edit process to ensure accuracy, accountability, and uniformity.
 - Maintain individual Appraisers' Area
 1. Prepare field work for the upcoming fielding season, including maps, parcel characteristics, sketch, etc.
 2. Ensure that parcels are being done to meet the 5 Year Plan and 5 Year Reappraisal Plan; this includes pulling from other years to keep workflow manageable.
 3. Calculate weekly/monthly average total of parcels that need to be done in order to meet fielding deadline.
 4. Communicate with Appraisal staff, Assessor, and Chief Deputy if you are falling behind or ahead of schedule on fielding to ensure timely adjustments are made.
 - Appeals
 1. Effectively communicate value process over the phone and in person during Assessment time.
 2. During Board of Equalization and Board of Tax Appeals, accurately analyze data and present data in an organized and timely matter. Communicate information effectively, whether in written or verbal format.
 3. Work with Appraisal staff for additional opinions on improving appeals.
 4. Be available for additional help with other Appraisers appeals/workloads.
 - Subsequent Property Rolls
 1. Ensure all new Construction Homes are fielded within a reasonable timeframe to check for occupancy.

2. Any New Construction Homes that were first time occupied after Jan. 1 need to be added to the Subsequent Property Roll.
3. Ensure all data entry items are completed (sketch, pictures, notes, etc.)
4. Fill out New Construction/Occupancy form and give and deliver to Roll Clerk.

Additional

- Ability to recognize different shades of colors for mapping and zoning requirements.
- Lifting (40 lbs.).

REPORTING RELATIONSHIPS

Directly reports to the Assessor or the Chief Deputy if Assessor is absent.

Lead Appraiser supervises and organizes work assignments and daily flow.

QUALIFICATIONS:

- High school diploma or equivalent, current Idaho Driver's License
- Excellent computer skills in Excel and other Microsoft office products.
- Excellent communication skills written and oral
- Complete and pass the required courses to obtain Certification per the State Tax Commission regulations.
- Maintain Certification per the State Tax Commission regulations, by taking courses relevant to Appraisal in Boise County.