

**Lemhi County Assessor  
Property Appraiser  
Position  
Opening**

**Location: Lemhi County Assessor's Office**

**Pay Grade: 3**

**Starting Pay: \$18.00**

**Must have a positive attitude and be able to work in a team-oriented environment. Work well under pressure and be able to multitask. Have at least two years working experience in an office setting.**

**Responsibilities and Duties Not limited to But Included:**

Travel to all areas of the county to gather correct on the ground information to conduct technical appraisals and re-appraisals of rural, farm, residential, and manufactured housing properties to determine an estimated fair market value.

Plans and organizes field appraisal and re-appraisal programs.

Determine project priorities and establishes project guidelines and Procedures.

Records appraisal information on standardized report forms. Prepares property diagrams, calculates square footage on buildings and square feet or acres on land and input in computer.

Keeps up on transfer of land that is in agriculture and sends letters and forms to new property owners.

Reviews property already in agriculture and sends letters that need more information on the operation of the property.

Keeps up on building permits issued so that correct structure and values

are assessed.

Compiles data according to accepted appraisal practices and prepares verifiable justification for market valuation. Twenty percent of parcels are re-inspected each year as per our five-year plan with the State of Idaho. Complies and verifies accuracy of data, files, and records according to accepted appraisal practices and Assessor's operating procedures.

Obtain and sustain required educational credit hours.

Answer telephones.

Knowledge of Excel Spreadsheets

Will be out in the field on long day trips

Will have to walk in to some of the remote properties in steep terrain

Must have a valid Driver's License

### **Customer Service**

Manage and resolve patron complaints, questions and requests.

Maintain a positive demeanor, demonstrating interest and care for taxpayer/patron and co-workers.

Please send a resume and references to:

Lemhi County Assessor  
Jenny Rosin  
206 Courthouse Dr  
Salmon, ID 83467  
assessor@lemhicountyidaho.org



## **II COUNTY**

**Title: Deputy Assessor**

**Sign: 3**

**Pay Grade:**

### **1. Responsibility and Professionalism**

- Gives best efforts consistently to accomplish the work of the County for public benefit in accordance with policies and procedures adopted by the Board and elected officials and department heads.
- Consistently displays a positive job outlook and perspective.
- Controls emotions and discusses issues in a calm, mature fashion.
- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions.
- Establishes and maintains effective working relationships with co-workers, supervisors, vendors, and the general public.
- Adjusts effectively to rapidly changing work requirements.
- Demonstrates initiative in learning the duties required of a position; looks for ways to improve procedures.
- Dependable, reliable, self-motivated and fully accepts responsibilities for own actions. Abides by all department rules and directives whether they be written or issued orally by the supervisor.
- Models' integrity, honesty and trust on and off the job; remember you constantly represent the County. Maintains confidentiality.
- Adheres to professional code of ethics applicable to the department; avoids conflicts of interest or appearance of conflicts of interest or using public position for personal gain.
- Maintains a clean and orderly work environment.
- Keeps supervisor informed regularly about issues impacting the work place.
- Follows rules for care and use of County property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained. Follows all rules regarding safety in the workplace whether established formally by the County, department or outside agencies.
- Immediately notifies supervisor of any safety concerns.
- Reports all accidents and injuries that occur on the job as soon as possible per County procedures.

### **2. Communication**

- Regularly and respectfully communicates with all customers, supervisors and co-workers about work related matters.
- Exhibits respect and courtesy in all interactions with everyone at all times, even if you don't agree.
- Expresses ideas consistently, clearly, and concisely, orally and/or in writing.
- Actively listens and asks questions to clarify information and answer questions.
- Demonstrates tact, patience and respect and maintains composure in the face of adversity.

- Displays openness to give and receive feedback. Accepts constructive criticism, learns from mistakes and applies positive lessons to job performance
- Provides timely and accurate information to supervisor, department head and/or Commissioners about events that may impact County policy or procedures.

### **3. Customer Service**

- Consistently demonstrates responsive and respectful behavior to others inside the organization and to outside customers; evaluates and analyzes customer needs. Treats others with respect and as you'd want to be treated.
- Learns County and department processes to be able to provide resourceful, effective and efficient service. Provides respectful and timely response to requests, complaints and inquiries.
- Employee is available, approachable and dependable.
- Abides by rules concerning the dissemination of information to the public from public records or about public matters.
- Uses calming techniques to diffuse escalating situations; calls in supervisor or makes referral to other departments if needed.

### **4. Dependability and Follow-through**

- Exhibits consistent behaviors to complete work thoroughly, accurately, and on time. Demonstrates ability to be self-sufficient and work independently.
- Arrives for work on time and makes the best use of work hours to accomplish job duties and assist others. Does not abuse leave time.
- Demonstrates perseverance, persistence and best effort by seeing the job through to conclusion and meeting or exceeding expectations and standards.
- Fills-in and/or initiates action to complete tasks that might not be directly assigned.
- Accepts responsibility for completing job requirements and assignments that meet or exceed expectations. Asks clarifying questions as needed to understand expectations.
- Remains flexible to handle emergencies or other issues that may arise after regular work hours.
- Demonstrates ability to fill-in for co-workers or supervisors as needed.

### **5. Problem-Solving/Analytical Thinking**

- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation. Demonstrates creativity. Identifies ways to save money, improve the quality and efficiency of County services and operations. Develops alternative solutions using available resources (time, funding, co-workers).
- Seeks guidance and asks clarifying questions to complete or improve work processes.
- Anticipates, recognizes, evaluates, and acts upon County and department needs and opportunities in ways that are not wasteful of County resources and in keeping with accepted safety practices.
- Approaches problems and issues considering the best interests of the County.
- Seeks innovative methods to improve operations.
- Seeks self-education; attends training if available, reads updated materials.

### **6. Teamwork and Interpersonal Skills**

- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County.
- Works effectively with others to create and or accomplish a shared goal or vision.
- Actively demonstrates willingness to work with others to achieve goals and assists staff to meet those expectations.
- If a problem arises with another employee, contacts the individual first to respectfully explain differences and seek resolution; doesn't talk about the issues with other employees or start rumors;
- Promotes and maintains a positive and supportive work environment; recognizes and accepts differences in individuals.
- Demonstrates flexibility in accepting varied perspectives; shares credit with others. Doesn't whine.
- Attends recommended training sessions; informs supervisor and co-workers of lessons learned from training and how to apply them.
- Demonstrates resourcefulness; researches issues to seek ways to create efficiencies in work process and/or costs.

- Keeps current on job related matters by reading books or documents, participating in training sessions, networking with counter-parts or others in similar field, interacting with co-workers.

## **7. Time Management**

- Adheres to established County and department work schedule and any procedures for departing from the normal work schedule.
- Follows rules regarding breaks and lunch periods, including flexibility for supervisors to adjust them.
- Shows up and ready for work at starting time and works productively for entire schedule.
- Consistently begins work on time to perform planned and unplanned jobs.
- Meets or exceeds job expectations by performing in a timely manner, including adhering to break and lunch times.
- Performs required tasks within established standards and strives to improve processes that will save time and resources.
- Demonstrates ways to save time, cut costs, and maximize resources.