JOB DESCRIPTION

APPRAISER / DEPUTY ASSESSOR

Department	Assessor's Office	**Reports To**	County Assessor
FLSA Status	Exempt	**Supervises**	Department personnel, as assigned
Prepared Date	11/16/26	**Updated Date**	11/16/26

POSITION SUMMARY

Under the direction of the County Assessor, the Appraiser / Deputy Assessor assists with the administration and daily operations of the Assessor's Office. Responsibilities include supervising personnel, performing and overseeing real and personal property assessments, maintaining assessment and land records, and ensuring compliance with Iowa laws, regulations, and County policies. Serves as the Assessor when delegated or in the Assessor's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Administration and Leadership

- Assist in managing daily office operations, establishing priorities, assigning work, and developing office procedures.
- Provide direction, training, and support to employees and monitor work performance.
- Assist with departmental budgeting, reporting, planning, and operational improvements.
- Perform special projects and other duties as assigned by the Assessor.

Assessment, Appraisal and Valuation

- Perform and oversee the assessment and appraisal of real and personal property in accordance with Iowa law and applicable professional standards.
- Inspect properties, review new construction and improvements, and determine appropriate property characteristics and values.
- Apply cost, market, and income approaches to valuation and analyze sales, market trends, depreciation, and other factors affecting property values.
- Review property sales, process sales affidavits, conduct sales ratio studies, and assist with assessment equalization activities.

Assessment Records, Land Records and Reporting

- Maintain assessment records, property listings, parcel information, maps, and GIS data.
- Process property transfers, parcel splits and combinations, plats, and legal description changes.
- Prepare property abstracts, reconciliations, assessment reports, and required state and County reports.
- Maintain personal property and exemption records and provide property information to authorized individuals and agencies.

Public, Intergovernmental, Legal Relations and General Responsibilities

- Respond to taxpayer inquiries and explain assessments, property records, exemptions, credits, and assessment procedures.
- Work with County departments, elected officials, state agencies, attorneys, and other professionals.
- Assist with assessment appeals and litigation, including preparation of documentation and testimony when appropriate.
- Maintain knowledge of Iowa property tax laws, appraisal practices, and assessment requirements.
- Assist with general office operations and perform the duties of the Assessor when delegated or in the Assessor's absence.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. Additional education in appraisal, real estate, business, or public administration is desirable.
- Experience in property assessment, appraisal, land records, or related administrative work; two or more years of assessing or appraisal experience preferred.
- Ability to meet Iowa Department of Revenue deputy assessor testing within one year of hire and complete continuing education, and reappointment requirements within six years of appointment.
- Knowledge of property assessment, appraisal methods, property tax laws, land records, and valuation principles.
- Ability to interpret regulations, analyze data, perform mathematical calculations, and maintain accurate records.
- Strong organizational, communication, customer service, problem-solving, and interpersonal skills.
- Ability to supervise employees, prioritize work, exercise sound judgment, and work independently.
- Proficiency in Microsoft Office and ability to learn specialized assessment, mapping, and database software.
- Ability to work outdoors, drive on gravel roads and rural properties, and work in environments where animals, insects, and wildlife may be present.

PHYSICAL DEMANDS

Position requires regular sitting, talking, hearing, computer use, and occasional standing, walking, bending, kneeling, reaching, and lifting. Must be able to perform property inspections and use measuring equipment. May occasionally lift or move items weighing up to 15–20 pounds. Reasonable accommodations may be made.

WORK ENVIRONMENT

Work is performed in both office and outdoor settings and may involve exposure to varying weather conditions, uneven terrain, animals, insects, dust, and other environmental factors. Occasional evening or weekend work, travel, meetings, and continuing education may be required

POSITION EXPECTATIONS

The Appraiser / Deputy Assessor is expected to demonstrate professionalism, sound judgment, accuracy, confidentiality, and responsive public service while supporting the effective and lawful operation of the Assessor's Office.

This job description is not intended to be an exhaustive list of duties or responsibilities. Other related duties may be assigned.

Benton County is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or protected veteran status.