# A logo of a mountain range  Description automatically generated with low confidence

# **ARCHULETA COUNTY**

## Position Title: Agricultural Data Collection Specialist

## Department/Division: Assessor’s Office

FLSA Status: Non-Exempt

##### JOB SUMMARY

Performs and specializes in agricultural appraisal duties and must be able to identify appropriate agricultural land uses and livestock qualification within Archuleta County for the purpose of determining tax assessments. Conducts administrative and technical duties associated with department operations.

##### SUPERVISION RECEIVED

Receives general supervision from the Deputy Assessor.

##### SUPERVISION EXERCISED

None.

##### ESSENTIAL DUTIES

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Determines the continuation/renewal of agricultural status via inspections and verification of proper documentation.

Performs inspections and appraisals of residential, vacant land, and mobile home properties for the purpose of determining tax assessments.

Discovers, lists, and values existing and new residential properties, vacant land parcels, agricultural lands, and mobile or manufactured homes.

Locates properties by address, legal description, or parcel number. Conducts a physical inspection of structures, improvements, properties, and parcels.

Measures and photographs all buildings, structures, and improvements on the property.

Prepares scaled drawings of the property showing all improvements. Processes digital pictures and verifies and updates property file information.

Identifies relevant building and site characteristics, amenities, and other relevant data that may affect the value of the property or parcel.

Evaluates the quality of construction and the degree of completion of new construction.

Conducts physical inspections of agricultural properties to verify evidence of agricultural activity and that requirements for preferential assessments are being met. Conducts inspections annually during the qualification process and biannually thereafter.

Determines the agricultural land classification to value the property. Determines utility of buildings/structures and assesses the rural structure classification. Update agricultural property records by review and verification of grazing leases.

Assists taxpayers in processing applications to request qualification of preferential tax assessments for property meeting the definition of agricultural land pursuant to state statutes.

Communicates with the taxpayer to maintain proper documentation as required.

Researches and determines local variables to update the County valuation model as necessary.

Assists taxpayers with property tax related questions and requests.

Supports appraisal findings and defends valuations to taxpayers, county officials, and in any board or legal appeals process.

### **OTHER DUTIES**

Performs other duties as assigned and required.

### **QUALIFICATIONS**

**Training and Experience:**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.*

#  Training: Equivalent to the completion of the twelfth grade.

#  Experience: Agricultural identification helpful, but not necessary.

Defuse potentially volatile situations in a professional and courteous manner.

Read and understand deeds, legal documents, maps, blueprints, and materials as required for the performance of the job. Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time. Requires frequent use of both hands and manual dexterity operate computers, standard office equipment, vehicles, cameras, and measurement tools and equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Day to day operation of the office which involves knowledge and skill in the use of a computer, basic filing, and interacting with and assisting the public.

Basic math skills.

Principles, practices, and objectives related to appraisal field inspections and property valuations.

Scope and application of laws and regulations pertaining to residential, vacant land, agricultural, and mobile home appraisals.

Department, County, and state rules, regulations, policies, procedures, and standard operation procedures.

Building design, construction, cost and depreciation, construction quality and materials, and land valuation.

Routine software and business applications, including but not limited to, word processing, spreadsheets, databases, Computer-Aided Mass Appraisal (CAMA) systems.

Operation of standard office equipment including fax machines, copiers, and computers.

**Ability to:**

Perform year-round inspections.

Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Communicate clearly and concisely, both verbally and in writing.

Read and interpret maps and legal descriptions.

Conduct research using proprietary and other computerized database systems.

Perform duties independently without close supervision.

Meet state and office mandated deadlines in a timely manner.

Defuse potentially volatile situations in a professional and courteous manner.

**Licenses/Certifications:**

Possession of, or ability to obtain, a valid Colorado Driver’s License.

##### PHYSICAL DEMANDS:

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

Primary functions require sufficient physical ability and mobility to work in an office and setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to verbally communicate to exchange information.

Requires the ability to sit and perform administrative and computer work for significant periods of time. Ability to read and understand deeds, legal documents, maps, blueprints, and materials as required for the performance of the job.

Requires manual dexterity to operate computers, standard office equipment, plotters, scanners, cameras, data collection tools and equipment, and 4wd vehicles. Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to individuals or groups in an informational or instructional situation.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

**WORK ENVIRONMENT AND CONDITIONS**

Work is typically performed in a variety of environments both indoors and in an outside environment. Outdoors exposure to all weather elements of cold and heat.

Incumbent experiences routine exposures and hazards of a typical office and field work environment. May frequently require travel to distant areas of the county in possible adverse weather conditions.

The incumbents working conditions are typically moderately quiet but may be loud at times.

Incumbents may be subject to stressful situations while conducting physical inspections such as vicious dogs and potential to be bitten by dogs. Wildlife encounters with mountain lions and bears.

Incumbents may encounter active construction sights and potential meth labs, toxins, and chemicals, hostile, threatening, threatening, and upset taxpayers, builders, and developers.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors, as deemed appropriate, may assign additional functions and requirements.*

 *In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature Date