

**FIELD APPRAISER  
Position Description**

**Department:** Assessor

**Date:** 5/2026

**Reports to:** Jackson County Assessor

**FLSA STATUS:** Non-Exempt

**Supervision Duties:** None

**Pay Grade:** Salary

---

**SUMMARY OF POSITION**

This role is responsible for the appraisal of all property subject to valuation within Jackson County. Under the general supervision of the County Assessor, the Field Appraiser locates, lists, inspects, and appraises residential, commercial, industrial, and agricultural properties for assessment purposes and determines property values used in the calculation of property taxes. This position also assists with the daily operations and functions of the County Assessor's Office.

**ESSENTIAL DUTIES, RESPONSIBILITIES, AND FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, skills, and abilities. Incumbents must be able to demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, and possess the necessary physical requirements with or without accommodation, to safely perform the essential functions of the job.

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following duties that are normal for this position:

- Conduct field inspections of properties to collect data on size, condition, construction type, improvements, and land characteristics to accurately list and value.
- Photograph and document property features for assessment records.
- Analyze inspection data and make appropriate changes to existing records and assessments.
- Perform fieldwork requiring physical activity in all weather conditions, including entering and exiting vehicles, walking on uneven terrain and construction sites, and bending or reaching to obtain property measurements.
- Maintain accurate notes and records; enter and update property data into the county's Computer Assisted Mass Appraisal (CAMA) system.
- Communicate with property owners in person, by email and by phone to address .
- Respond to property owner inquiries regarding the assessment process.
- Provide general office, clerical and administrative support.
- Carry out all job duties and activities in compliance with established policies, procedures, and safety practices.
- Handle appeals that come before the Jackson County Board of Review, including but not limited to, performing on-site inspections, and completing market studies to support area and equity analysis.
- Attend departmental and other work-related meetings, conferences, professional development training and continuing education courses locally and regionally at the discretion of the Assessor, periodically requiring travel and overnight stays.
- Performs other duties as needed and/or assigned.

**Knowledge, Skills, and Abilities:**

The requirements below represent the knowledge, skills, and abilities needed to perform the essential duties of the position:

- Knowledge of the principles and procedures of real property appraisal and assessment, mapping and taxation.
- Skill in dealing with people including hostile or uncooperative individuals.
- Ability to communicate effectively in written and oral form.
- Ability to use tape measures and calculators.
- Strong computer skills with proficiency in Microsoft Office products including Word, Excel, and Outlook.
- Knowledge of databases and capability to create basic queries.
- Ability to read and locate property descriptions from maps and other source materials.
- Working knowledge of the basic principles of new and replacement construction processes and costs.
- Working knowledge of applicable property credits and exemptions.
- Working knowledge of methodologies, techniques and the mathematical calculations required in appraisals, valuations and assessments.
- Ability to establish and maintain effective working relationships with the public, co-workers and work colleagues.

**Physical Demands, Mental Abilities and Work Environment:**

All with or without accommodation:

- Frequently required to sit, talk, hear, and walk, use hand and fingers to operate office equipment; reach with hands and arms.
- Must regularly lift and carry a range of items weighing up to 25 pounds, must occasionally lift other items and equipment weighing up to 50 pounds.
- Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others.
- Significant mental and visual effort is required due to sustained periods of concentration needed, as well as the disruptions that occur when concentration is broken.
- Vision is required to review and interpret written correspondence in both electronic and hardcopy formats.
- Requires extensive interaction with the public with frequent exposure to upset property owners in the course of duties.
- Mobility to navigate in a standard office environment and outdoor uneven terrain areas safely.

**Materials and Equipment**

Proficient computer skills required, including Word, Excel, and Outlook.  
Familiarity with GIS mapping systems and CAMA software preferred.

**Minimum Requirements, Education, Training, Experience**

High school diploma or equivalent required.

Must be 18 years of age or older and a US Citizen.

Additional course work in appraisal or mass appraisal is preferred.

Background in assessment, property appraisal, construction, or related field required.

**Licensing and Certifications**

Must possess a valid driver's license and be insurable under the County insurance policy.