



BINGHAM COUNTY

Is Recruiting for the Position of

TRAINEE APPRAISER or CERTIFIED APPRAISER

July 10th 2025

**Salary: Starts at \$19.45/hour Non-Certified or \$20.62/hour Certified DOQ/DOE
Fulltime, County Benefits Included**

**Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public
Employee Retirement System of Idaho (PERSI)**

Closing date: Open Until Filled

Pay Grade N17, N19*
(see Special Qualifications Section)

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to conduct technical appraisals and reappraisals of various properties, as assigned, including improved and unimproved rural, farm, commercial, manufactured homes, personal property and residential properties. The work requires field inspection of property and/or structures, which may result in stressful personal contacts and situations. The Appraiser must demonstrate tact and diplomacy in such situations. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The work is performed under the direction of a Certified Appraiser or independently under the general supervision of an Appraiser Supervisor or the County Assessor. The principal duties of this class are performed in a general office environment and in the field, including exposure to adverse weather conditions. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Performs detailed and technical appraisal and reappraisal of improved and unimproved rural, farm, commercial, residential, manufactured homes, and personal property, depending on specialization and/or assignment, to arrive at an estimated fair market value for ad valorem tax purposes;
- Researches, evaluates, collects and verifies sales data;
- Records appraisal information on standardized report forms and on computer;
- Answers questions of property owners related to the valuation and assessment of property;
- Interviews persons familiar with property, collects required information, takes measurements, and makes sketches of the same;
- Inspects property for the type and quality of construction, condition, and functional design;

- Compiles data according to accepted appraisal practices to determine fair market value;
- Prepares property diagrams, calculates square footage, and inputs inventory data on computer;
- Applies State Tax Commission depreciation schedules to determine value of personal property;
- Maintains current files and records of property sales within County to monitor trends of impending changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Researches building permit records, sales, leases, and plat maps and contacts owner to arrange appraisals;
- Prepares documentation, processes paperwork and performs computer data entry, conducts audits to assure accuracy of records;
- Develops and provides statistical analysis, depreciation tables and ratio studies;
- Calibrates sales comparison sheets;
- Prepares and presents reports;
- Prepares photos, graphs and ratio sheets for Board of Equalization;
- Responds, researches, and resolves public inquiries, requests for information, and complaints;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other office duties, as assigned;
- Remains current on required certification by attending courses, workshops, and training seminars;
- Performs other related duties as required.

Competency Requirements

Knowledge of or will gain knowledge of

- Principles, practices, techniques, tools, terminology, and objectives of property appraisal;
- Current Idaho code; State Tax Commission regulations, standards, and requirements; and County policies, procedures, and ordinances related to property appraisal;
- Current construction methods, techniques, materials, and practices;
- Current office practices;
- Operation of standard office equipment and a personal computer.

Ability to:

- Visually inspect, observe, and document physical details of property to arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;
- Make mathematical calculations to determine percentages, volumes, areas, and other related calculations;
- Make judgment decisions required for the appraisal process;
- Interpret cost manuals used in appraisal of personal and real property;
- Read legal descriptions, deeds, plat books, maps and blueprints;

- Operate tools and equipment such as calculator, camera, measuring devices, and related required tools;
- Operate a motor vehicle;
- Work under varying and extreme weather conditions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret, and apply laws, resolutions, ordinances, codes, and contracts;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Prepare statistical reports and records;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, and the public;
- Respond to citizen requests in a courteous manner;
- Make sound and reasonable decisions following laws, ordinances, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Acceptable Experience and Training

- High school diploma or GED equivalency is required with college coursework preferred; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- *Idaho Property Appraisal Certificate: The successful candidate will be hired at Salary Grade N19 if already in possession of this certification; if not in possession of this certification upon appointment, the starting Salary Grade will be N17, increasing (with concurrent, acceptable job performance) to Salary Grade N19 upon attainment of the certification, and becoming a certified appraiser with the State of Idaho for ad-valorem appraisal by passing Idaho Appraisal Course 1 and IAAO Course 2 within one (1) year of employment with Bingham County.
- Idaho driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, which permits the employee to comprehend written instructions and observe, inspect, and appraise real property;
- Sufficient manual dexterity, which permits the employee to operate standard office equipment, including computer equipment, and operate a motor vehicle;
- Sufficient personal mobility, strength, agility, and physical reflexes, which permits the employee to conduct field inspections, often driving or maneuvering through rural or unimproved property, and work in an office environment.
- Ability to lift and move up to 50 pounds.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, 13 paid holidays a year, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website:

www.binghamid.gov, then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.

Items that must be attached to the Application

Valid Idaho Driver's License

Idaho Property Appraisal Certificate (if Certified)

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.