



# Office of the Assessor

GRANT EDWARDS  
 315 SW 5<sup>th</sup> Street • Suite 301  
 Lawton, Oklahoma 73501  
 580.355.1052 • 580.585.6752 fax

## JOB DESCRIPTION

## Comanche County Courthouse

<b>Job Title:</b>	Residential Appraiser	<b>FLSA Status:</b>	Non-Exempt
<b>Employee</b>		<b>Position Type:</b>	Administrative
<b>Department:</b>	Comanche County Assessor	<b>Prepared By:</b>	
<b>Location:</b>	315 SW 5 <sup>th</sup> St., Suite 301 Lawton, OK 73501	<b>Prepared Date:</b>	
<b>Reports To:</b>	Second Deputy, First Deputy, Assessor	<b>Safety Sensitive:</b>	Yes
<b>Job Summary:</b>	This position conducts a complete visual inspection of real estate parcels by accomplishing all tasks required in discovering, listing and gathering physical data characteristics pertaining to residential, multi-residential and unimproved real property		
<b>Job Description</b>			
<b>Job Duties and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Works in field collecting property data.</li> <li>• Conducts ongoing inspections of all residential, multi-residential and unimproved properties located in Comanche County.</li> <li>• Enters collected data into computer software system.</li> <li>• Assists the Assessor in determining property values.</li> <li>• Performs informal hearings with taxpayers.</li> <li>• Responds to property-owner enquiries in person, by telephone, or by email regarding assessment values, legal descriptions and related information maintained in the Assessor's office.</li> <li>• Performs other related duties as assigned.</li> </ul>			
<b>Job Specifications</b>			
<b>Knowledge, Skills, and Abilities</b>			
<ul style="list-style-type: none"> <li>• Must be able to read and locate property descriptions from maps and other source materials.</li> <li>• Must have basic computer skills.</li> <li>• Must have excellent communication skills.</li> <li>• Must be able to perform the duties of the job in a professional and courteous manner.</li> <li>• Must have general knowledge of state statutes applicable to the assessment of all property.</li> <li>• General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules, and regulations.</li> <li>• Knowledge of office practices, procedures, and computer software programs.</li> <li>• Ability to follow, apply, interpret, and explain instructions and/or guidelines. Ability to determine work priorities.</li> <li>• Ability to make decisions and take appropriate actions.</li> <li>• Ability to meet schedules and deadlines of the work area.</li> <li>• Ability to perform mathematical calculations.</li> </ul>			
<b>Qualifications and/or Education Requirements</b>			
<ul style="list-style-type: none"> <li>• Education or equivalent combination of education, training, and experience that provides the required knowledge, skills, and experience.</li> </ul>			

