



APPRAISER TECHNICIAN - Assessing Department

The Kodiak Island Borough Assessing Department is accepting applications for the regular, full-time position of Appraiser Technician. The Appraiser Technician is a member of the Assessing Department under the direction of the Borough Assessor.

KODIAK

Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, Kodiak is the second largest island in the United States. The Kodiak Island Archipelago is home to about 13,000 people, who celebrate their multicultural community. Despite the island's isolation, residents enjoy a cosmopolitan lifestyle. Activities include the best in outdoor sports and recreational opportunities with access to secluded beaches; extensive wilderness trails; and easy mountain hikes. Downtown offers retail and coffee shops; restaurants and museums; and one of Kodiak's two scenic boat harbors. Commercial fishing; seafood processing; logging; recreational hunting and fishing; tourism and government make up the economy of Kodiak. The island boasts the nation's largest Coast Guard base; a commercial rocket launch facility; one of the largest Travelifts in the world; and six newly installed wind turbines on Pillar Mountain, overlooking beautiful Kodiak City.

The Kodiak Island Borough was incorporated on September 24, 1963 and is a second-class Borough with a manager form of government. The Borough has six departments and 44 full-time employees. Under the direction and leadership of the Borough Manager, the departments of the Kodiak Island Borough administer quality, cost-effective services to the citizens of Kodiak. Municipal powers include area-wide education; taxation; planning; health; non-area-wide parks and recreation; solid waste; economic development; building inspections; service areas; and fire and emergency services.

POSITION OVERVIEW

The Assessing Department is responsible for identifying, valuing and maintaining accurate records of all taxable real and personal property within the boundaries of the Kodiak Island Borough; and maintains a comprehensive database of all taxable property within the Borough. The department is also responsible for administering property tax exemption programs as authorized by Alaska State statutes and Kodiak Island Borough code.

This position supports the goals of the Assessing Department by responding to customer property inquiries and providing information and assistance; performing field inspections of real and personal property; conducting research; and preparing reports.

QUALIFICATIONS

High School Diploma or GED and three (3) years of real estate or related legal experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

The successful candidate will possess knowledge of general assessment and appraisal concepts; general construction methods; data collection and research methods; and skill in providing customer service; gathering and entering relevant assessment data; and good communication, interpersonal skills, and interaction.

SALARY

Salary Range: \$23.61 - \$31.75/hour, DOQ.
Excellent benefits package.

APPLICATION PROCESS

Complete job description and Borough application (required) may be obtained through Kodiak Job Center, 211 Mission Road, Suite 103, Kodiak, Alaska 99615, (907) 486-3105, or from the Borough website at www.kodiakak.us. This position is open until filled.

THE KODIAK ISLAND BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER