

APPRAISER REGISTRATION OVERVIEW

To become a Registered Appraiser, one who appraises for an Oregon county or the Oregon Department of Revenue under ORS308.010, you must meet certain training and/or educational qualifications, submit an application (PD100H) and pass an examination. The qualification for each level of County Property Appraiser is listed below. NOTE: Qualifications are determined by the Department of Administrative Services (DAS):

TO QUALIFY YOU MUST HAVE. . .

COUNTY PROPERTY APPRAISER 1

- (1) An Associate in Science degree (or higher) in property appraisal, real estate technology, building construction/inspection technology, engineering or forestry technology, business administration or a related field; OR
- (2) Any combination of experience or education equivalent to two years in a field that would demonstrate the capacity to work as a property appraiser. Examples include; property appraisal, public or business administration, real estate, finance, civil engineering, urban planning; OR
- (3) Completion of an Oregon Department of Revenue approved appraisal training program, or County approved appraisal training program.

NOTE: Transcripts must be submitted for all college coursework except for a Bachelor's degree in business administration, forestry, agriculture or engineering. Credit is also given for specialized appraisal courses. Be sure to list these courses on your application.

COUNTY PROPERTY APPRAISER 2

Must have current Registration as a County Property Appraiser 1 plus one year of experience in real property or timber appraisal for market value.

COUNTY PROPERTY APPRAISER 3

Must have current Registration as a County Property Appraiser 1 plus three years of progressively responsible experience in real property or timber appraisal for market value.

GENERAL INFORMATION

Complete the PD100H application form. Type or print clearly in dark ink. Legible photocopies are acceptable.

SEND completed application materials to: Oregon Department of Revenue
Attention: Human Resources
955 Center St NE
Salem, OR 97301

You may FAX your application materials to (503) 947-2047.

There is no charge for processing this application.

For questions regarding completion of the application, please call (503) 945-8272 or e-mail DOR.Applications@state.or.us.

APPLICANT NOTIFICATION

Oregon Department of Revenue (DOR), Human Resources section, will notify all applicants by mail the results of PD100H qualification review. If you meet the qualification for a County Property Appraiser 2 or 3 you will be sent the appropriate Registered Appraiser certificate.

If you meet the qualifications for the County Property Appraiser 1 you must take an appraiser exam, and pass, before you will be certified as a Registered Appraiser. You will be sent an acceptance letter notifying you that you have met the minimum qualifications for a County Property Appraiser 1 which will also list the five testing sites within the state. There is no charge to take the exam, and you must complete the examination within 60 days of the date on your acceptance letter. Please contact the testing site of your choice to discuss the scheduling and taking of the examination. Your examination will be graded at DOR, Human Resources. Grade notification letters will be sent to all applicants who have completed the written exam for County Property Appraiser 1. If you pass the examination you will receive a Registered Appraiser 1 certificate. If you do not pass the examination you may retake the County Property Appraiser examination.

THE EXAMINATION

COUNTY PROPERTY APPRAISER 1

The appraiser examination is comprised of 100 multiple-choice questions. The written test consists of general appraisal concepts, principles, processes and definitions, surveying and mapping, vocabulary, appraisal processes and valuation. You may bring a standard calculator (no financial calculators are allowed) to the examination to assist with calculations. The maximum time allowed for this test is three hours and the minimum passing score is 70.

NOTE: County Property Appraiser applications must be sent to the Salem office address on the application form.

If you have a disability and need an alternate format, special testing arrangements will be made upon request.

THE APPLICATION (FORM PD100H) IS ATTACHED

STATE OF OREGON – DEPARTMENT OF ADMINISTRATIVE SERVICES

HUMAN RESOURCE SERVICES DIVISION

An Equal Opportunity Employer

*Oregon Employee Identification Number (EIN)/Applicant ID:		APPLICATION FOR: Check appropriate box(es): COUNTY PROPERTY APPRAISER 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
NAME AND ADDRESS	NAME (LAST, FIRST, M.I.):				
	MAILING ADDRESS:				
CITY, STATE, ZIP CODE					
WORK PHONE	HOME PHONE	MESSAGE (IF DIFFERENT)	EMAIL ADDRESS	COUNTY Of Residence	

EDUCATION AND FORMAL TRAINING

List enough education to meet the requirements specified in the County Property Appraiser minimum qualifications.

Be sure to include transcripts if necessary.

COLLEGES OR OTHER SCHOOLS WITH RELEVANT COURSEWORK

NAME AND LOCATION	COURSE OF STUDY	DATES ATTENDED	CREDITS EARNED			GRADUATED Yes / No	DEGREE/ YEAR
			Qtr Hours	Sem Hours	Other		

SPECIALIZED APPRAISAL COURSES

NUMBER and/or NAME OF COURSE	DATES ATTENDED	COMPLETED (Yes/No)

OFFICE USE ONLY

			<input type="checkbox"/> ACCEPTED	
			<input type="checkbox"/> NOT ACCEPTED	
Review Date	Data Entry	Notification Date	Reviewer	Notes
Examination Date	Review Date	Raw Score	Data Entry	Notification Date

*If you are current state employee please provide your Employee Identification Number (EIN). The state will use it for recruitment identification and tracking as authorized by OAR 105-040-0001.

COMPLETE BOTH SIDES OF APPLICATION

WORK EXPERIENCE

Describe enough work experience to meet the requirements for this position as specified in the recruiting announcement. Include unpaid and volunteer work. If you need to list more than three employers, attach additional sheets.

EMPLOYER	ADDRESS	TOTAL TIME _____
YOUR TITLE	SUPERVISOR'S NAME and TELEPHONE	(Years) (Months)
DUTIES (Be specific)		FROM _____
		(Month) (Year)
		TO _____
		(Month) (Year)
		Hours worked each week:
EMPLOYER	ADDRESS	TOTAL TIME _____
YOUR TITLE	SUPERVISOR'S NAME and TELEPHONE	(Years) (Months)
DUTIES (Be specific)		FROM _____
		(Month) (Year)
		TO _____
		(Month) (Year)
		Hours worked each week:
EMPLOYER	ADDRESS	TOTAL TIME _____
YOUR TITLE	SUPERVISOR'S NAME and TELEPHONE	(Years) (Months)
DUTIES (Be specific)		FROM _____
		(Month) (Year)
		TO _____
		(Month) (Year)
		Hours worked each week:
EMPLOYER	ADDRESS	TOTAL TIME _____
YOUR TITLE	SUPERVISOR'S NAME and TELEPHONE	(Years) (Months)
DUTIES (Be specific)		FROM _____
		(Month) (Year)
		TO _____
		(Month) (Year)
		Hours worked each week:

SEND APPLICATIONS TO: Oregon Department of Revenue
 Attention: Human Resources
 955 Center St NE
 Salem, OR 97301

SIGNATURE X _____ **DATE** _____

By my signature above, I certify that all answers and statements on this application are true and complete to the best of my knowledge.