PROPERTY APPRAISER

POSITION SUMMARY

Responsible for inspection of real property and determining proper valuation for tax assessment purposes.

RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents. May monitor budget activities but not responsible for budget and expenditure authority.
- Inspects new and existing buildings taking note of type of construction, interior systems and other details; takes measurements of buildings or additions; determines proper classification of property; prepares field sketches and prepares property records; estimates new property valuations.
- Investigates complaints on property values and works to correct inequities. Meets with property owners to discuss property values.
- Prepares a variety of records and reports including assessor data sheets and market research data.
- Provides appraisal and related information to the general public and other departments.
- Attends appraisal education and training seminars as required.

Knowledge, Skills, and Abilities (position requirements at entry):

- Appraisal practices and techniques;
- Building material, practices and terminology;
- State and local laws governing the assessment process;
- Geographic layout of the City.
- Ability to read and use GIS Maps and Data
- Property appraisal and assessment principles and practices;
- Collect and analyze information on cost and sales data;
- Prepares and maintains accurate records and reports;
- Establish and maintain effective working relationships with other employees and the public
- Use a variety of office equipment and related applications;
- Ability to read and analyze construction plans;
- Exercise substantial amount of independent judgment.

Judgment/Decision Making:

- Provides input for developing objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans.
- Day-to-day work and decisions do not require direction or review by immediate supervisor.
- Frequently solves complex problems. End results are reviewed by supervisor.
- Strategic issues are referred to supervisor.

- Errors in judgment could significantly affect the operations of one or more line/s of business or operation/s.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Lead worker over others in similar jobs and/or provide work leadership and direction for employees.
- Assist with training of other staff members.

Relation to Others:

- Regular and substantial contact with others. Contacts usually involve discussions related to the interpretation of policies and/or programs. Contacts may include property owners, Realtors, Builders and the multiple levels of Board of Equalization process.
- May handle sensitive and/or complex information as supervisor allows.
- Assess and diffuses problem situations and requires influencing others to reach consensus.
- Explores alternative and creative solutions to meeting the needs of customers.
- Communication is generally one-on-one but may require small group presentations.

SKILLS

Education and Experience: (position requirements at entry):

- Associates Degree plus specialized assessor training.
- Three to five years experience as Property Appraiser Technician
- Or, the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Drivers License
- Class I City Assessor Certification – must obtain within three years of hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, talking, hearing, seeing and repetitive motions.
- Incumbents may be subjected to electrical currents, fumes, odors, dusts, gases and extreme temperatures and travel.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Work may require routine travel.

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Classification: Grade 14 (G-14)
FLSA: Non-Exempt
Created and updated to new format: 5/15/12 **Approved by CSC**: 6/18/12
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