SENIOR PROPERTY APPRAISER

POSITION SUMMARY

This is an advanced technical and supervisory position involving the appraisal of real property for tax assessment purposes and assessing all taxable property in the city. Work is performed under the direction of the city Assessor. Supervises appraisal staff and assists the city Assessor in developing department policies and procedures. Evaluates, maintains and administers department code of professional appraisal practices and standards.

RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse, handles some unrelated functions.
- Work typically requires the direct application of a variety of procedures, policies, and/or precedents.
- May have input into budget creation and expenditure authority.
- Assists the city Assessor in the administration of the office.
- Plans, organizes, coordinates, assigns and evaluates the work of property appraisers and support staff; provides counseling and training as needed.
- Assists in establishing and implementing operational policies, goals and objectives for the department.
- 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.
- Assists in appraisal of commercial and manufacturing properties.
- Performs highly complex, advanced technical assessment work of land and building values of commercial, industrial and residential properties.
- Defends property appraisal on any level of appeal; compiles information for defense of appraisal; prepares testimony for the appeal; testifies in support of departmental appraisal of value.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of appraisal principles, practices and techniques and real estate terminology;
- Knowledge of local, state and federal laws, regulations and codes relating to property taxes;
- Knowledge of building construction materials, costs, construction techniques and terminology;
- Proficiency in performing appraisals including collecting and recording, analyzing data and applying appraisal methods;

- Proficiency in performing statistical and mathematical computations sufficient to calculate area, volume, sales ratios, percents, etc;
- Knowledge of the geographic layout of the City;
- Ability to prepare and maintain accurate records and reports;
- Ability to establish and maintain effective working relationships with others; excellent customer service and public relations skills;
- Use a variety of office equipment and related applications; advanced knowledge of Microsoft Windows, Excel, and other Microsoft Office applications;
- Ability to read and analyze construction plans; real estate descriptions, plats, maps, contracts, mortgages and blueprints;
- Ability to communicate effectively in both verbal and written forms;
- Ability to supervise personnel in a manner conducive to efficient performance and high morale;
- Exercise substantial amount of independent judgment.

Judgment/Decision Making:

- Develops 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:

- Supervision is exercised over Property Appraisers and Property Appraiser Technicians.
- Confers with Assessor about human resources and operational issues.

Relation to Others:

- Regular and substantial contact with others. Contacts usually involve discussions related to the interpretation of policies and/or programs.
- 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.
- May assist with media inquiries per request.

SKILLS

Education and Experience: (position requirements at entry)

- Bachelor's Degree in business administration, economics, public administration or related field plus specialized assessor training.
- Three to five years experience as Property Appraiser or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- One or more years in a supervisory role or demonstrated professional development preferred.

Special Requirements:

- Valid Drivers License
- State of North Dakota Class I City Assessor Certification – within two 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.

Classification: Grade 15 (G-15)
FLSA: Non-Exempt
Created and updated to new format: 6/30/14. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by CSC: 7/24/14
Approved by City Commission: 8/4/14