



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

201 W. Colfax, Department 412
Denver, CO 80202
p: 720.913.5751
f: 720.913.5720
www.denvergov.org/csa

JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: November 17, 2008

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

**New and Revised
Job Specifications**

**Job Specifications
to be Removed**

Appraisal Data Collector
Est. 09/21/2008



Career Service Authority
Appraisal Data Collector

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GENERAL STATEMENT OF CLASS DUTIES

Performs a variety of technical data collection and profile assembly tasks associated with collecting property information under the direction of a licensed or certified appraiser.

DISTINGUISHING CHARACTERISTICS

This class performs a variety of technical data collection and profile assembly tasks and works under the direction of a licensed or certified appraiser. This class is distinguished from a Real Property Appraisal Technician that provides paraprofessional level, technical assistance to professional appraisers for real estate valuation, database maintenance, and other assessment purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational practices to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Performs a variety of field audits of construction and land use sites to gather data for assessment purposes including non-complex and complex residential, multi-family, commercial, and industrial real property.

Verifies property characteristics and physical addresses, processes appraisal forms, and enters collected data into agency's database system.

Conducts visual inspections of sites to ascertain and/or verify stages of completion or development, notes quality and type of materials used, and projects the use of land.

Performs field inspections on property to obtain and/or verify information for appraisal records and collects photographs of properties.

Checks maps, legal descriptions, and/or building permits to verify site locations and addresses against appraisal forms.

Sketches building exteriors and/or site boundaries and notates dimensions; performs periodic updates to reflect additions, demolition, and/or site use and zoning changes and may determine the status of construction on assessment date.

Processes various appraisal forms, including a review for completeness and accuracy, posts appraisal information, compiles property information, and tabulates data.

Performs mathematical computations including the determination of square footage, percentages, fractions, or decimals using standard formulas and readily available data to verify accuracy and completeness.

Updates and maintains Assessment files which may include filing and/or retrieving cards, letters, or other documents.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Mathematics – Performs computations such as addition, subtraction, multiplication, division, and algebraic and geometric calculations, correctly using whole numbers, fractions, decimals, and percentages.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility – Adapts quickly to changes.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory – Recalls information that has been presented previously.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Technical Competence – Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job training.

Self-Management - Sets well defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Ability to learn property appraisal procedures, methods, and techniques.

Ability to master information related to building nomenclature, construction materials, and methods to construct objects, structures, and buildings.

Physical Demands:

Standing: Remaining on one's feet in an upright position.

Walking: Moving about on foot on uneven surfaces

Lifting: Raising or lowering an object from one level to another.

Lifting: Raising or lowering an object 25 pounds.

Carrying: Transporting an object, usually by hand, arm or shoulder.

Pushing: Exerting force upon an object so that the object is away.

Pulling: Exerting force upon an object so that the object is away.

Climbing: Ascending or descending objects

Balancing: Maintaining body equilibrium to prevent falling over.
Stooping: Bending the body by bending spine at the waist.
Kneeling: Bending legs to come to rest on one or both knees.
Crouching: Bending body downward and forward by bending legs.
Reaching: Extending the hand(s) and arm(s) in any direction.
Handling: Seizing, holding, grasping, or otherwise working with hand(s)
Fingering: Picking, pinching, or otherwise working with fingers.
Talking: Expressing or exchanging ideas by means of spoken words
Hearing: Perceiving the nature of sounds by the ear
Repetitive Motions: Making frequent movements with a part of the body
Eye/Hand/Foot coordination: Performing work through using two or more.
Far Acuity: Ability to see clearly at 20 feet or more.
Near Acuity: Ability to see clearly at 20 inches or less.
Depth Perception: Ability to judge distance and space relationships
Field of Vision: Ability to see peripherally.
Accommodation: Ability to adjust vision to bring objects into focus.
Color Vision: Ability to distinguish and identify different colors.

Working Environment:

Extreme Cold: Temperature cold enough to cause marked bodily discomfort.
Extreme Heat: Temperature hot enough to cause marked bodily discomfort
Wet: Frequent Contact with water or other liquid.
Hazards: Conditions where there is danger to life, body, and/or health
May be exposed to hazardous chemicals.
Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED Certification is desirable.

Experience Requirement:

None.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/21/2008

REVISED DATE:

ESTABLISHED BY: Blair Malloy

CLASS HISTORY This is a new class.