



Office of Human Resources  
Appraisal Data Collector - CV2348  
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### General Statement of 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.

### Level of Supervision Exercised

None

### 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.

**Competencies**

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

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

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

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.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to hazards from electro/mechanical/power equipment.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: Remaining on one's feet in an upright position.  
Walking: Moving about on foot on uneven surfaces  
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.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

### Background Check Requirement

Criminal Check  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: V-611**  
**FLSA Code: N**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**