General Statement of Duties

This class performs standard level professional appraisal work in residential, multifamily, commercial and industrial properties.

Distinguishing Characteristics

The Associate Real Property Appraiser is standard level professional real property appraisal work in residential, multifamily, commercial and industrial properties. Positions in the Senior Real Property Appraiser class are assigned full performance level, professional appraisal work of all types of real property. The Associate Real Property Appraiser class is distinguished from the Staff Real Property Appraiser class by the level of independence exercised in doing the work and the scope of the work. The Staff Real Property Appraiser class performs entry level professional appraisal work under close supervision the scope of which is limited by the incumbent’s credentials and the types of properties the supervisor is qualified to appraise.

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 policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & 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 Communication & Purpose

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

Level of Supervision Exercised

None

Essential Duties

Collects, compiles, researches, and analyzes real estate data for the purpose of taxation.

Performs on-site inspections to verify physical characteristics of land and buildings, and to formulate valuation decisions.

Verifies and evaluates property sales and other real property information, and applies this information to provide an estimate of value appropriate to the property classification.
Reviews property valuation appeals, prepares written appraisals for valuation defense, including investigation and formal response to protests, appeals and complaints, represents the city at hearings, and testifies in court as required.

Prepares reports using a variety of statistical methodologies and software, and according to guidelines established by the Appraisal Standards Board.

Performs reviews of classes or properties to assure assessment uniformity as verified by state audit.

Assists taxpayers and other agencies and organizations to obtain real estate information, and provides explanation of appraisal methods, statutes, and procedures.

Performs other related duties as assigned or requested.

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

- **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
- **Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.
- **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.
- **Mathematical Reasoning** - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

- Knowledge of real estate principles, practices, markets and values.
- Knowledge of materials, methods, and the appropriate tools to construct objects, structures and buildings.
- Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

### Education Requirement

Bachelor's Degree in Business Administration, Accounting, Economics or a related field.

### Experience Requirement

One (1) year of professional appraisal experience.
**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

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

Must obtain appraisal license issued by the Colorado Board of Real Estate Appraisers within one year of hire and must maintain licensure throughout employment.

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

**Working Environment**

Temperature Changes: variations in temperature from hot to cold.
Atmospheric Conditions: conditions that affect the skin or respiratory system.

**Level of Physical Demand**

1-Sedentary (0-10 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.
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Verification
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
### Class Detail

Pay Grade: V-807  
FLSA Code: Y  
Management Level: 10  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date:  
Revised By:  
Class History: