



Office of Human Resources
Real Property Appraiser Associate - CV1830
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General Statement of Duties

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

Distinguishing Characteristics

The Real Property Appraiser Associate is standard level professional real property appraisal work in residential, multifamily, commercial and industrial properties. Positions in the Real Property Appraiser Senior class are assigned full performance level, professional appraisal work of all types of real property. The Real Property Appraiser Associate class is distinguished from the Real Property Appraiser Staff class by the level of independence exercised in doing the work and the scope of the work. The Real Property Appraiser Staff 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.

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

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: