General Statement of Duties

This class performs full performance level professional and complex appraisal work in residential, multifamily, commercial and industrial real property; designs, performs, analyzes, interprets and documents full appraisal studies of assigned property types.

Distinguishing Characteristics

The Senior Real Property Appraiser class is assigned full performance level professional and complex appraisal assignments. Properties will typically be higher valued, complex properties. The level of performance required and duties assigned distinguishes the Senior Real Property Appraiser class from the Real Property Appraiser Specialist class which performs advanced full performance level, professional appraisal of complex and unusual property types, trains new employees and assists in coordinating section operations and intra-agency coordination. The Senior Real Property Appraiser class is also distinguished from the Associate Real Property Appraiser class by the level of independence exercised in doing the work and scope of the work performed.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

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

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Analyzes and interprets data such as cost of construction, market comparison, and income-producing potential. This may include reviews of complex income and expense statements, leases, depreciation, and property sales to determine correct valuation for all property classes assigned.
Designs, performs, analyzes, interprets and documents appraisal studies for varied and complex property types which may include analysis of financial and investment data as well as cost data from multiple sources.

Prepares full narrative appraisal reports and presents oral presentations at various hearing boards in support of the appraised value that conform to standards promulgated by the Appraisal Standards Board.

Explains to citizens, professional tax representatives, attorneys and private appraisers the basis for appraised values for assigned property classes.

Receives and analyzes property valuation appeals, explains assessment procedures, prepares testimony and presents evidence to the County Board of Equalization, the State Board of Assessment Appeals, County Commissioners, and District Court.

Performs on-site inspections to verify physical characteristics of land and buildings for assigned appraisal studies.

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

Researches and collects data for database inventories on new construction, cuts/combinations, and demolitions.

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

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

May assist in the coordination and checking of work completed by other employees for various short term projects.

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.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.
Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**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**

Three (3) years 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.

Possession an appraisal license issued by the Colorado Board of Real Estate Appraisers and must maintain licensure throughout employment. Licensure by another state will be accepted in lieu of this requirement provided the applicant is registered by the State of Colorado by the completion of the probation.

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
- Licenses/Certification
- By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

- Pay Grade: V-809
- FLSA Code: Y
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 
- Revised By: 
- Class History: