



Office of Human Resources
Real Property Appraiser Senior - CV2036
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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 Real Property Appraiser Senior 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 Real Property Appraiser Senior 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 Real Property Appraiser Senior class is also distinguished from the Real Property Appraiser Associate class by the level of independence exercised in doing the work and scope of the work performed.

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

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: