



Office of Human Resources
Real Property Appraiser Specialist - CV2007
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General Statement of Duties

This class performs specialized appraisal work of all large, complex and unusual property types. Trains new professional appraisers, technical and support staff, and coordinates appraisal studies and/or operations. Designs, performs, analyzes, interprets and documents class studies of real property. Provides advice and guidance on complex appraisal and assessment issues.

Distinguishing Characteristics

The Real Property Appraisal Specialist class is assigned advanced full performance level, professional appraisal of large, complex and unusual property types, trains new professional appraisers, technical and support staff, and coordinates appraisal studies and/or operations. The level of performance required and assigned duties of the Real Property Appraisal Specialist distinguishes this class from the Real Property Appraiser Senior class which performs full performance professional appraisal work of all types of real property: And, the Senior Real Property Appraiser class may perform lead work; the Real Property Appraiser Specialist provides advice and guidance to Real Property Appraisers Senior and Real Property Appraisers Associate and Real Property Appraisers Staff relating to appraisal and assessment issues. The Real Property Appraiser Specialist class is distinguished from positions in the Real Property Appraiser Supervisor class by the duties assigned; the Real Property Appraiser Supervisor class performs first-line supervision of two or more professional real property appraisers and support staff in the Assessment Division.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Designs, performs, analyzes and interprets appraisal studies using applicable state statutes, regulations, guidelines, and standard appraisal practices. Uses the Uniform Standards of Appraisal Practice (USPAP) to ensure appropriate appraisal requirements are incorporated into assigned activities.

Coordinates appraisal studies and/or operations.

Trains new employees and assists in checking the work of other employees for various appraisal projects, including database information collected and appraisal reports.

Analyzes and interprets data such as cost of construction, market comparison, complex income and expense statements, financial and investment data, industry studies and publications, depreciation, and property sales to determine correct valuation for all property classes assigned.

Develops narrative appraisal reports for large, complex properties for presentation at various appraisal boards; such reports conform to the standards set forward in the Uniform Standards of Appraisal Practice (USPAP) and the Colorado Revised Statutes.

Assists taxpayers, developers and other agencies and organizations to obtain real estate information, estimates value for proposed projects and provides explanation of appraisal methods, statutes and procedures.

Serves as a resource for appraisal staff on appraisal issues, methodology and property types.

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

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. Is assigned the highest valued and most complex property appeals.

Performs reappraisals of entire classes of properties and applies valuation techniques mandated by USPAP and state statutes and subject to an independent auditor hired by the Colorado State Board of Equalization.

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

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.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

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 level experience working on complex appraisal work.

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 probationary period.

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-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: