



Office of Human Resources
Real Property Appraiser Staff - CV2055
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

This class performs entry level professional appraisal work under the direct supervision of an appraiser licensed by the State, the scope of which is the appraisal of those properties that the supervising appraiser is qualified to appraise.

Distinguishing Characteristics

The Real Property Appraiser Staff class is subject to direct supervision by an appraiser licensed by the State. The Real Property Appraiser Staff class assists with and learns how to perform professional appraisal work in residential, multifamily, commercial and industrial real property. The appraisal work performed is determined by the incumbent's current credential and those properties the supervising appraiser is qualified to appraise. The Real Property Appraiser Staff class is distinguished from the Real Property Appraiser Associate class by the level of independence exercised in doing the work and the scope of the work. The Real Property Appraiser Associate class performs professional appraisal work of non-complex and complex residential real property having limited transaction value, under normal supervision. ("Complex" refers to the form of ownership or atypical market conditions.) The Real Property Appraiser Staff class is distinguished from the Appraisal Data Collector class by the nature of the work; the Appraisal Data Collector class performs a variety of technical data collection and profile assembly tasks associated with collecting property information under the direction of a licensed appraiser.

Level of Supervision Exercised

None

Essential Duties

Assists with the analysis and interpretation of data such as cost of construction, market comparison, income-producing potential, depreciation, and property sales to determine correct valuation for all property classes assigned.

Trains to appraise real property to determine its fair value.

Trains to report the results of real property appraisal.

Trains to review classes of properties to assure assessment uniformity as verified by state audit.

Assists with the analysis of property valuation appeals, learns to explain assessment procedures, prepare testimony and present evidence to the County Board of Equalization, the State Board of Assessment Appeals, County Commissioners, and District Court.

Trains to conduct ad valorem appraisal.

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

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

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.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

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.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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

None

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.

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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-616

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: