# 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 Staff Real Property Appraiser class is subject to direct supervision by an appraiser licensed by the State. The Staff Real Property Appraiser 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 Staff Real Property Appraiser class is distinguished from the Associate Real Property Appraiser class by the level of independence exercised in doing the work and the scope of the work. The Associate Real Property Appraiser 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 Staff Real Property Appraiser 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.

## Guidelines, Difficulty and Decision-Making Level

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve using established procedures and policies to work to an acceptable level of performance.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

## Level of Supervision Received & Quality Review

Under close supervision, the employee receives training to develop skills and abilities in real property appraisal. The work product is subject to close, continuous inspection.

## Interpersonal Communication & Purpose

Contact with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service is rendered, according to established procedures or instructions.

## 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.

City and County of Denver
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<tr>
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