



Office of Human Resources
Real Property Appraiser Supervisor - CV2008
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General Statement of Duties

Supervises and directs the work of two or more professional level real property appraisers and support staff in the Assessment Division.

Distinguishing Characteristics

The Real Property Appraiser Supervisor class is assigned full performance first-line supervision of two or more professional real property appraisers and support staff in the Assessment Division. The Financial Director is the second line supervisor and a management level classification in the Assessment Division. This class is distinguished from a Real Property Appraiser Specialist that performs specialized appraisal work of all large, complex and unusual property types within the City and County of Denver. The Real Property Appraiser Supervisor is distinguished from the Senior Real Property Appraiser that performs full performance level professional work on various types of property. The Real Property Appraiser Supervisor is distinguished from the Associate Real Property Appraiser that performs standard level professional appraisal work in various types of property.

Level of Supervision Exercised

Supervises two or more professional level appraisers.

Essential Duties

Supervises a section of professional real property appraisers, senior appraisers, appraisal specialists and support staff.

Ensures work is in compliance with guidelines established by the State Division of Property Taxation and the Uniform Standards of Professional Appraisal Practice.

Establishes valuations for all properties county-wide and ensures valuations are in compliance with audit parameters set by the State Board of Equalization.

Supervises the defense of valuation at all levels of appeal.

Maintains section control logs and furnishes reports to the Chief Appraiser.

Establishes market values that conform to statutory guidelines for properties assigned to the section.

Conducts hearings and investigates taxpayer protests.

Maintains accountability for policies and procedures used in the derivation of property values.

Communicates policies and procedures used to value real property to the public and administrative appeal boards in layman's terms.

Oversees and reviews valuations for all assigned property classes.

Ensures application of appraisal theory and methodology to property as stated in the Uniform Standards of Appraisal Practice and Colorado Revised Statutes.

Provides expert testimony before various review Boards, Arbitration and District Court.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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 financial analysis and 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

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 providing the applicant is registered by the State of Colorado by the completion of the probationary period.

Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions
Pressure due to multiple calls and inquiries.

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
Licensure/Certification
Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-813
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: