

## **REAL PROPERTY APPRAISER I**

Property Appraisers I are responsible for learning, practicing and applying knowledge and skills needed to appraise the value of property. In this training level position, incumbents will perform the following tasks: physical inspections, sales research, annual adjustments, new construction appraisal, and preparation of cases for the Board of Equalization, all under the close supervision and training of a senior appraiser.

### **CLASSIFICATION DISTINCTIONS**

This classification is the entry level into the appraiser professions within the County. Incumbents work under close supervision as they learn the appraisal methods and procedures specific to this jurisdiction. The first and second levels of the appraiser job family are equivalent to apprentices in the appraisal field. At the second level, incumbents begin specializing in one of the following areas: real property, personal property. The second level is distinguished from the first in the years of experience generally necessary to work with limited direction following standard procedures. Generally, incumbents at the first level are not expected to present cases to the Board of Equalization, independently conduct complex appraisals, or address non-standard situations without the close guidance of the lead or supervisor.

The full journey level of the appraiser job family is either the Real Property Appraiser III or Personal Property Auditor Appraiser III. The journey level classification exercises more independence, understands variations from the norm, and may be responsible for training entry level incumbents.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Collect and analyze property sales information and research sales information to verify sales quality.
- Initially under close supervision, inspect real property by field visits; verify data base characteristics, input data and document change .
- Learn principles of mass appraisal and how to conduct annual adjustment using statistical studies and data to adjust property values.
- Under close supervision, physically inspect new construction properties involving verification of structural quality and characteristics and preparation of building drawings and photographs.
- Listen and respond to property owner concerns; verify accuracy of property records; refer the property owner to the appropriate individual.

- Conduct initial research in preparation for appeals to the Board of Equalization.
- Perform related property appraisal work.

## **QUALIFICATIONS**

### **Education and Experience:**

An associate's degree with major course work in business, math, or a related field and three to six months of experience with appraisal principles as may be acquired in technical appraisal related positions. Completion of the State Appraiser Accreditation or the IAAO Course I is required within six months of hire.

**Knowledge of** principles and practices of appraisal; business practices applicable to employees interacting with the clients away from the work place; establishing and determining values; statistical methods and mathematics; building materials and general construction; various computer applications, including data base and word processing; simple laws, regulations and ordinances affecting appraisal processes.

**Ability to** apply appraisal principles and techniques to preliminary property inspections; read and interpret blueprints, maps and property descriptions; develop and practice sound judgment in analyzing and reporting on appraisal information; establish and maintain effective working relationships with clients, co-workers and others encountered in the course of work.

Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities will be considered.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents work in an office setting and in the field. Essential tasks include appraisal inspections requiring that the appraiser be able to drive a personal vehicle to remote county locations and walk around properties that may be under construction. Essential tasks within the office involve use of the telephone, personal computers and on-line terminals.

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Office use: 6/22/00