

REAL PROPERTY APPRAISER II

Property Appraisers II are responsible for appraising property for valuation purposes, conducting sales data analysis and research, annual adjustments, preparation and some presentation of cases to the Board of Equalization.

CLASSIFICATION DISTINCTIONS

This classification is the second in the appraiser job family. Incumbents move into the second level following two years of training and successful performance at the first level. Generally, key distinctions between the first and second level appraiser is the level of complexity, amounts of direct supervision expected, and whether or not cases are presented to the Board of Equalization. At this second level, appraisers begin to define a specialization which is actualized at the journey level.

The full journey level of the appraiser job family is either the Real Property Appraiser III or the 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

- Inspect real property and structures through field visits; verify data base characteristics and document change; apply data to assist in establishing benchmark values for the revaluation process.
- Collect and analyze property sales information and conduct sales research to verify quality.
- Apply and continue to expand understanding and skills in the mass appraisal process and increase use of statistical studies and data in adjusting property values.
- Independently conduct physical inspections of new construction while expanding knowledge of new construction methods; verify structural quality and characteristics and prepare drawings and take photographs; explain processes followed to senior appraisers and correct as necessary.
- Conduct sales and property specific research in preparation for Board of Equalization appeals; develop and present cases for property assessed to the Board of Equalization.
- Listen and respond to property owner concerns; verify accuracy of property records; resolve or recommend solutions to managers or senior appraisers.

- Perform related property appraisal work.

QUALIFICATIONS

Education and Experience:

An associate's degree with major course work in basic appraisal, market analysis, construction materials or mass appraisal and two years of prior appraisal experience which includes application of principles of mass appraisal. Completion of State Appraiser Accreditation is required within six months of hire.

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

Ability to apply appraisal principles and techniques to property inspections; read and interpret blueprints, maps and property descriptions; research, analyze and determine appraisal information; establish and maintain effective working relationships with clients, co-workers and others encountered in the course of the work.

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

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.

Revised 2/96

Office use: 6/22/00