



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

REAL ESTATE APPRAISAL TECHNICIAN

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work in the preparation and maintenance of the County's real estate assessment activities; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the Assessor with administrative functions, preparing and maintaining land use records and files; assisting with real estate assessment process; assisting in maintaining the property records in the CAMA system;

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists the Assessor in developing reports from CAMA system;

Assists appraisal staff with updating and maintain property records in CAMA including inputting photographs, building permit data, inspection data, and appeals tracking;

Assists the appraisal staff with the building permit database;

Assists the appraisal staff with assessment valuation changes;

Maintains and updates the mailing and address files for reassessment notices;

Maintains the reassessment appeal database;

Updates land use records and mail yearly revalidations (applications);

Reviews land use revalidations;

Prepares and mails new land use applications;

Enters all necessary data for land use in CAMA system utilizing GIS and analog tools;

Determines land use classes;

Computes land use values;

Computes land use rollback taxes;

Assists citizens, lawyers, title searchers, appraisers, contractors, builders, County staff, state and federal officials, supervisors, etc., or directs to appropriate department;

Answers telephone;

Assists people with location of property and value;

Files property cards and folders;

Updates data in CAMA system,

Handles requests for information and answers questions; handles complaints;

Enters a variety of data into computer;

Performs regular secretarial, reception and clerical duties operating a variety of standard and special office equipment;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and terminology related to real property transfers; thorough knowledge of standard office procedures and practices; ability to communicate ideas effectively both orally and in writing; ability to operate standard office equipment; ability to establish and maintain effective working relationships with

associates and the general public. Ability to obtain proficiency in CAMA, GIS, and Microsoft Office.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in general office and real estate assessment procedures.