



REAL ESTATE APPRAISER II

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work in the appraising of real property for assessment purposes; 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, walking, pulling, 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, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducting field data collection and appraisal work; preparing property valuations and creating and maintaining computerized files and records; assisting the public with real estate appraisal questions.

(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.)

Makes field appraisals of real estate and answers inquiries concerning appraisals;

Collects data; sketches houses from architectural drawings filed with Building Official; conducts field checks on dimensions; notes quality of construction and condition of improvements; enters into CAMA System;

Provides continuous market review of sales ratio data for benchmark studies of all property classes and types;

Reviews residential new construction, acreage changes/splits;

Creates, maintains and runs reports for statistical analysis;

Prepares cases for the Board of Equalization, as needed;

Assists Assessor in researching and developing residential valuation models for both land and improvements;

Assists Assessor in maintaining and inputting valuation models in CAMA system;

Assists Assessor in Commercial property valuations;

Calculates fair market value; sends notices to property owners;

Maintains assessment appeal database;

Maintains building permit database;

Assists public with information requests on property ownership, value, legal description, purchase price and date of purchase;

Researches appeals; reviews records; contacts owner; visits property and updates records; checks comparable assessments and sales; adjusts value as needed;

Collects data relative to land valuations and applies such data in appraising specific parcels of land;

Keeps abreast of local property trends of modern appraisal methods and techniques;

Trains for damage assessment duty in preparation for a disaster;

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

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the practices of real estate appraising for assessment purposes; some knowledge of building and land values; some knowledge of the State laws, charter provisions and County ordinances relating to real property assessing; some knowledge of the Uniform Standards of Professional Appraisal Practice (USPAP); ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to deal effectively with the general public and associates. Ability to use a computer and be trained in CAMA software and the ability to maintain CAMA databases.

A minimum of three (3) years of real estate assessment work experience for a Virginia locality, or equivalent. A minimum of five (5) courses from the International Association of Assessing Officers (IAAO), or approved equivalent, to include:

IAAO Course 101: Fundamentals of Real Estate Appraisal

IAAO Course 102: Income Approach Valuation

IAAO Course 201: Appraisal of Land

IAAO Course 300: Fundamentals of Mass Appraisal

IAAO Course 311: Residential Modeling Concepts

Additionally, a fifteen (15) hour course approved by the Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (USPAP) is required. May be required to complete additional course work or appraisal training to meet these requirements as a condition of employment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in real estate, math, economics or related field and considerable experience which has provided an understanding of appraisal principles, theories, methods and techniques.

SPECIAL REQUIREMENTS:

A Virginia Licensed Residential Appraisal license is desired and a professional designation from the International Association of Assessing Officers (IAAO) is preferred.