



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: FEBRUARY 25, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
APPRAISER	FULL-TIME	\$37,025	67
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
TAX ADMINISTRATION	TAX0016	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in accounting, business, tax administration or closely related field; supplemented by one (1) year experience and/or training in property appraisal work; or an equivalent combination of education, training, and experience.

HOW TO APPLY:

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application.

CONDITIONS OF EMPLOYMENT:

Selected applicant must have and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

GENERAL POSITION DESCRIPTION AND DUTIES:

This position performs responsible technical work for the Real Estate Division of the County's Tax Department. Conducts appraisals of real estate and real property for tax purposes; determine the appraisal value using established policies, procedures and standards; and prepare and maintain related records. Determines daily route using cadastral, orthophoto and road maps, drives to locations being appraised and performs data collection/inspection for use in appraising property. Collects data, measures and sketches property, improvements, and structures; determines interior and physical land characteristics. Uses accepted methods, procedures and schedules to estimate market values of land and improvements. Completes property record cards and verifies data; transfers collected field data and applies proper codes to be used by data entry staff; calculates square footage using mathematical formulas. Interprets technical language and specifications obtained from blueprints, contractors, engineers, architects and other sources to access property and improvements. Researches and obtains information from automated data base, building plans, property records, standards and other files/records information including soils data, qualified versus unqualified sales; etc. Uses comparison, cost and income approaches to value and determines property values. Provides information, and answers questions from property owners, and the general public regarding appraisal process, program requirements, and other program related issues. Prepares and presents cases of appealed property appraisals to the Board of Equalization and Review.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Has working knowledge of the methods, procedures and policies of Cumberland County as well as the standards and procedures set forth and established by the Appraisal Institute as such pertains to the performance of the essential duties of Appraiser; of principles and practices of conducting property appraisals and determining value for tax purposes; of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; of the organization of the department, and of related departments and agencies; of terminology and related professional languages used within the profession as such pertains to work responsibilities. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us

AN EQUAL OPPORTUNITY EMPLOYER.