

APPRAISER

DEFINITION OF WORK

Employees in this classification perform responsible professional and administrative work in conducting appraisals of real estate and real property for tax purposes. Employees in this class are responsible for performing field and office research work appraising residential real estate and real property for tax purposes including in-house revaluations. Work involves contacting property owners, contractors, and builders to discuss construction; taking measurements of new construction, improvements and property changes; sketching layouts of structures; and determining the size, type of construction, grade of materials, quality of workmanship, and other related appraisal data needed to arrive at the taxable value. Work also involves researching market values, sales data and related information to render an accurate judgment. Work involves considerable public contact and may involve difficult property owners and controversial decisions that may be appealed. Considerable tact, courtesy, independent judgment and initiative are required. Work is performed under the supervision of the Real Estate Appraisal Supervisor and is reviewed through conferences, review of work, records and documents, and feedback from citizens.

EXAMPLES OF WORK

Employees obtain property cards and/or building permits to identify property, land, residences, and real property that needs to be appraised; obtain current property tax card and map of property; organize routes for effective use of time; go to locations; perform inspections and re-inspections of new construction, improvements and property changes; obtain measurements for appraisal purposes; perform calculations and/or make drawings; assign grades to quality of work; and complete property record data; research and gather information to render an accurate judgment in valuing real property; use established value schedules, market trends, local construction costs, sales data and related references to value property at an equitable rate; determine appreciation and depreciation values of land, structures and mobile homes; calculate new effective ages for renovations, additions or remodeling; complete property card and transliteration sheets with new information and prepare sketches on property improvements and provides information to administrative staff for entry of information into the computerized database; communicate with property owners during and after the appraisal processes; answer questions from citizens about appraisal issues; schedule site visits and review as requested; make adjustments to appraisals based on corrected information and/or explain appeals process; assist fee appraisers, realtors, builders, attorneys, etc. with information about market values and appraisal results; perform site visits to review disputed personal property appraisals for property listing function; prepare and present cases of appealed property appraisals to the Board of Equalization and Review; assist with determinations of tax exemption or deferrals as needed; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university in accounting or business and one year of experience in property appraisal work; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the North Carolina Machinery Act and of the County's policies and procedures governing the appraisal and valuation of real property; considerable knowledge of current

construction costs and materials, current property values, and future real estate and property issues; considerable knowledge of the geographic and socioeconomic layout of the County; working knowledge of the organization and functions of County government, particularly the functions and procedures of the Tax Department; working knowledge of the application of information technology to property appraisal and records maintenance; ability to read and interpret land descriptions, tax maps, subdivision plats, etc and to sketch construction projects; ability to accurately use measurement devices necessitated by work assignments and to make computations accurately based on fair market value and the value schedules; ability to use computers, calculators, fax machines, cameras and other equipment utilized in property appraisal and recordkeeping; ability to communicate effectively in oral and written forms to interpret and explain policies and procedures and to deal with the public courteously and tactfully; ability to coordinate and work effectively in appeals and controversial tax evaluation situations; ability to develop and maintain effective working relationships with County officials, attorneys, realtors, contractors, builders, property owners, and the general public.

SPECIAL REQUIREMENTS

Requires certification by the NC Department of Revenue as a Real Property Appraiser which includes completion of IAAO Course 101 and Fundamentals of Property Tax Listing and Assessing within 18 months of appointment. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested 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.

ADA REQUIREMENTS

Duties subject the employee to inside and outside environments and the hazards associated with construction projects. Employees are subject to hazards including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids.

PHYSICAL REQUIREMENTS

Must be able to perform the basic life operational skills of balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading and use measurement devices.