

SENIOR APPRAISER

DEFINITION OF WORK

Employees in this classification perform responsible advanced professional and administrative work in conducting appraisals of complex real estate and real property for tax purposes. Employees in this class are responsible for performing field and office research work appraising complex residential and/or complex commercial/industrial appraisals using all three approaches to value. Work involves contacting property and commercial/industrial 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. Employees also are involved in assisting in the development and implementation of cost indexes and income models for all real property classes and providing training to other appraisers. 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 complex residential, commercial, and industrial properties requiring appraised; obtain current property tax card and map of property; organize routes for effective use of time; go to locations; 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 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; calculate new effective ages for renovations, additions or remodeling; complete property card and transliteration sheets and provide information to administrative staff; 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 in developing and implementing cost indexes, depreciation tables, capitalization procedures, property classification guidelines, and market cost and income models for all real property classes; delineate neighborhood characteristics and boundaries; review all independent fee appraisal reports, financial statements, accountant audits, income tax returns and other accounting statements employed by income-producing properties; compose narrative appraisal reports; assist in the development of the appraisal procedures manual; assist in the development of the schedules of values for all real property; provide training and guidance to departmental staff; 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 with a major in business, economics, public administration and three years of experience in property appraisal, real estate, or related field; 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 principles and practices of conducting residential and commercial/industrial property appraisals; considerable knowledge of current construction costs, materials, property values, and future real estate issues; considerable knowledge of the geographic and socioeconomic layout of the County; considerable knowledge of the functions of County government and procedures of the Tax Department; ability to develop cost indexes, depreciation tables, capitalization procedures, property classification guidelines, market cost and income models; 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. 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.