

## **SENIOR APPRAISER SPECIALIST**

### **DEFINITION OF WORK**

Employees in this classification perform advanced professional work in coordinating staff appraisers in projects related to gathering data for the ongoing real estate appraisal process and to instruct staff on needed data related to current and revaluation work. Employees may also become involved in conducting complex residential, commercial and industrial appraisals using all three approaches to determining value. Employees in this class are responsible for conducting comprehensive sales ratio and assessment ratio studies utilizing highly technical statistical procedures and performing field and office research work appraising residential real estate, commercial, and industrial property for tax purposes. Work involves assisting in the formulation of revaluation strategies for developing cost indexes and other data systems. Work involves conducting extensive research and delineating neighborhood characteristics and compiling the schedule of values. Employees also have discussions with property and business owners and 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 work independently compiling information for schedule of values for approval by County Commissioners for revaluation of property; coordinate with others for revaluations; conduct comprehensive sales ratio and assessment ratio studies utilizing statistical procedures; collect and analyze cost, sales and income data; utilize statistical and mathematical techniques to condense sales, cost and income data into a meaningful market indicators of value; review and critique appraisal reports; interpret financial statements, accountant audits, income tax returns of income producing properties; establish documentation of values of property; review and analyze sales data to determine ongoing valuations; explain tax laws and policies to property owners, attorneys, and real estate specialists; assist in the formulation of revaluations strategies; assist in developing and implementing cost indexes, depreciation tables, capitalization procedures, property classification guidelines, market cost and income models for all classes of real property; delineate neighborhood characteristic and boundary lines; assist in composing the schedule of values; establish a grading file for comparables; assist in developing cost manual and a schedule of uniform land values; coordinate and instruct revaluations staff appraisers in appraisal procedures for revaluation; coordinate revaluations efforts with the other division management and staff; present appealed assessment valuation cases to the local Board of Equalization and Review or State Property Tax Commission; and assure timely completion of projects and compliance with State laws. Employees may also participate in completing complex property appraisals; perform inspections and reinspections of complex residential and commercial property to include new construction, improvements and property changes; 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 five years of experience in property appraisal, real estate, or related field; or an equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

Thorough 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/commercial/industrial property appraisals; considerable knowledge of current construction costs, materials, property values; considerable knowledge of the geographic and socioeconomic layout of the County; considerable knowledge of the functions of County government; considerable knowledge of the application of statistics to revaluation studies and property appraisals; ability to conduct sales ratio and assessment ratio studies, ability to develop cost indexes, depreciation tables, capitalization procedures, property classification guidelines, market cost and income models; ability to coordinate staff appraisers; ability to communicate effectively 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 analyze data, operate a computer, and do extensive reading