

CLASS TITLE: APPRAISER REAL AND PERSONAL PROPERTY

Class Code: 02700200
Pay Grade: 19A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical work of limited scope in assisting assessment officials in setting up procedures and records for, and assisting a superior in, establishing the valuation of real and personal property; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior who reviews work for conformance to sound appraising principles and methods.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist local tax assessors in establishing proper breakdowns in property classifications and in preparing appropriate work sheets and records; to analyze local tax assessment figures and compute ratios of assessed value to true and market values.

To assist superior in appraising personal and real property; to compare the sale price of samples of each major type of property recorded with assessed value; to physically inspect real and personal property and record all pertinent data needed to determine true and fair market value.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of common legal records, practices and terminology used in real estate work; a working knowledge of the principles, practices and techniques as applied in the determination of the fair market value of real and personal property and the ability to apply such knowledge; the ability to gather pertinent data and apply appraisal criteria; the ability to understand and follow moderately complex oral and written instructions; the ability to establish and maintain effective working relationships with local officials; property owners and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment of a limited scope involving the appraisal of real and personal property in such fields as real estate, insurance or taxation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 12, 1961

Editorial Review: 3-15-2003