

**CLASS TITLE:**

**SENIOR APPRAISER  
REAL AND PERSONAL PROPERTY**

**Class Code: 02700300**

**Pay Grade: 25A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible technical work in establishing the valuation of both real and personal property for the purpose of determining their fair market value; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is subject to review for conformance to laws, policies and regulations.

**SUPERVISION EXERCISED:** As required, may supervise the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To appraise property, both real and personal and including urban, suburban, rural, residential, business, industrial and agricultural, for the purpose of determining their fair market value; to determine costs and replacement costs less depreciation of such property and to make adjustments to compensate for economic or other factors having effects upon current market value.

To count and list all personal property, estimate condition of such property and determine the percent of depreciation.

To compute labor costs of installation where stationary machinery is involved.

To list and price inventories.

To assist local tax assessors in establishing proper breakdowns in property classifications.

To analyze local tax assessment figures to arrive at the ratios of assessment to true values.

To develop and maintain cooperative relations with local assessors and recorders of deeds.

As required, to visit private property holders and secure their cooperation with the representatives of any division of the state government.

To prepare such reports, listings, inventories and tables as may be required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques applied in the determination of the fair appraised value of real and personal property; the ability to apply such knowledge in the making of a fair market value of such real and personal property; the ability to make estimates of the book value of inventories to determine the life expectancy and depreciation of such inventories; the ability to prepare clear and concise technical reports; the ability to develop and maintain cooperative relations with local officials and individual taxpayers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration; and

**Experience:** Such as may have been gained through: employment in a responsible position which has provided considerable knowledge of the principles and practices applied in the determination of the fair appraised value of real and personal property.

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

Class Revised: December 12, 1961

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