

Job Class Code: 1125	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of this job classification (class) is to analyze and assess real estate property equitably at fair market value. The class reviews property information, conducts field appraisals, collects and analyzes data, conducts various studies, and responds to inquiries. The class performs advanced technical work including measuring, inspecting property for assessment purposes, and valuation of residential and multi-family property. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Performs complex appraisals of land and improvements to use as the basis for tax assessment; appraises and reappraises residential property.
- Evaluates taxable and non-taxable residential real property to use as a basis for tax assessments.
- Makes field inspections of new and existing residential and multifamily property to collect data for use in determining tax assessments; responds to inquiries covering appraisals.
- Interviews persons familiar with property; collects appropriate data by searching public records of sales, leases, assessments and other transactions to determine proper value.
- Collects and analyzes information from a variety of sources and applies the analysis in the assessment of real property of varying complexity; analysis may include ration studies, statistical or sales analysis or other analytical techniques as needed.
- Appraises property, both manually and with a Computer Assisted Mass Appraisal (CAMA) system, utilizing the cost, sales comparison and income approaches to value.
- Verifies sales with buyers/sellers as needed.
- Conducts market research on a State and/or regional basis by contacting brokers and appraisers.
- Responds to issues and questions from citizens by phone or in person.
- Prepares various reports, correspondence and assessment appeal documentation and appears before the Board of Equalization when necessary to defend assessments.
- Keeps abreast of local property trends and modern appraisal methods and techniques.
- Examines and analyzes plats, maps, aerial photographs, Geographic Information System (GIS) and blueprints to correctly assess property.
- Operates equipment safely and reports any unsafe work conditions or practices to the Assessor.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equation and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style. May present training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative or technical methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in real estate, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two and a half years of full-time equivalent experience as an Appraiser I in local government, or other relevant agency.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires successful completion of International Association of Assessing Officers (IAAO) courses 101 and 300 with passing test results. One additional IAAO course with passing test results is also required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020