

Job Class Code: 1124	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The purpose of this job classification (class) is to analyze and assess residential real estate property equitably at fair market value. The class is responsible for gathering and reviewing property information, conducting field appraisals, calculating and preparing data, verifying and updating information, and responding to inquiries. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Performs appraisals of land and improvements to use as the basis for tax assessment; appraises and reappraises residential property.
- Conducts field appraisals of residential new construction, renovations, and/or additions which include taking measurements of structures and collecting other relevant data affecting fair market values.
- Calculates the fair market value of appraised property and prepares data for entry and reporting procedures.
- Appraise residential property with a Computer Assisted Mass Appraisal (CAMA) system utilizing the cost, sales comparison and income approaches to value.
- Verifies and updates property information to ensure accuracy of parcel, sale, and tax assessment data.
- Responds to inquiries, concerns, and requests for information relating to property appraisals.
- Confers with builders and other related parties to collect information and determine any special conditions that exist affecting property appraisals.
- Assists with preparing for assessment appeal hearings.
- Performs related tasks as necessary such as preparing reports and correspondence.
- 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, and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs professional entry 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 problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in real estate, or a closely related field.
Experience	None required; six months appraisal/assessment experience preferred.

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) Course 101 and passing test results within 12 months of employment in this job class.
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.

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

Revised 07/24/2020