

<b>Job Class Code: 1131</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**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 is responsible for reviewing property information, conducting field appraisals, collecting and analyzing data, conducting various studies, and responding to inquiries. The class will be responsible for conducting field reviews of the work product of subordinate staff to maintain legal, professional, and best practice standards. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Prepares both land and building valuation schedules in work areas.
- Researches information related to ownership title, data archives and file information.
- Analyses and reconstructs property income and expense statements.
- Reviews property information and assessments to verify accuracy, process permits, and/or determine further action to be taken.
- Identifies building characteristics for quality of construction and condition.
- Measures buildings and calculates relative building areas.
- Conducts field appraisals on residential, income-producing and special use properties and prepares value assessments.
- Collects and analyzes real estate data to administer the property valuation process and maintain sales database. Lists, edits and sorts data on real estate transactions and determines market relevancy.
- Conducts various studies such as sale ratio and statistical studies to make recommendations for improvements and/or changes.
- Responds to inquiries, concerns, and requests for information relating to property appraisals from the general public and real estate professionals.
- Confers with builders and other related parties to collect information and determine any special conditions that exist affecting property appraisals.
- Prepares reports, correspondence, highest & best use analyses, and assessment appeal documentation and appears before the Board of Equalization when necessary to defend assessments.
- Assists in the planning, organization, and coordination of real estate appraisal and review projects.
- Performs related tasks as necessary such as training, overseeing, and reviewing the work product of appraisal staff.
- 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. Requires knowledge of CAMA (Computer Assisted Mass Appraisal) software/applications sufficient to be able to prepare reports, provide explanations, instruct others, and analyze data.

<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants. Interaction with subordinates will be required and may include; training of staff, reviewing field and office work for accuracy and adherence to office policies and procedures, oversight of field reviews, etc.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
<b>Language Requirements</b>	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 presents training programs.
<b>Mental Requirements</b>	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 ability to work under stress and to meet deadlines with a continuous, close attention for accurate results.
<b>Decisions/Supervisory Control</b>	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**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in real estate assessment or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time equivalent experience as an Appraiser III in local government, or other relevant agency. Some supervisory training and/or experience preferred.
<b>Special Certifications and Licenses</b>	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, 102, 300 and 400 and one of the following courses 311, 312, 331, or 332 with passing tests results. Two additional IAAO courses with passing test results are also required.
<b>Special Requirements</b>	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.*