

REAL PROPERTY APPRAISER IV

Real Property Appraisers IV perform professional appraisal work in specialty areas. Specialty assignments include: Quality Control, Unique Properties, Legislative, Cost and Market, and Commercial. Incumbents within this class are responsible for gathering, analyzing and evaluating factors relevant to their specialty and providing information to other appraisers. The Appraisers IV provide training to other appraisers and review aspects of the appraiser's work as it pertains to all office and appraisal procedures. The Appraisers IV research and recommend new procedures, policies and practices for appraisal activities in all areas of the assessment process.

CLASSIFICATION DISTINCTIONS

This classification is the fourth level in the appraiser job family. At the Appraiser IV level, incumbents are expected to perform independently, researching and making recommendations for policy and procedural changes and improvements. Considered the experts in their specialty area, the Appraisers IV train and provide technical guidance to other appraisers.

This level is distinguished from the third level in the advanced knowledge, complexity of appraisal work, and in their role as planners of technical work of lower level appraisers. The next higher level appraiser classification differs from this class in that the focus of the appraisal work at the fifth level is major, heavy industrial appraisals of a highly complex nature.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Conduct sales research and significant analyses and develop adjustments to local market data within the specialty area.
- Plan the annual physical valuation process including evaluating and improving existing procedures; develop guidelines for appraisers.
- Review results of annual adjustments developed by appraisal staff; research and test new approaches to statistical mass appraisal processes; recommend procedural changes.
- Review and monitor new construction appraisal using quiz reports and appraisal expertise; insure consistency in the database.
- Prepare and present sensitive cases to the Board of Equalization; review cases of other appraisers; develop and recommend new procedures for appeals.

- Conduct diverse, difficult and technical valuations of land, residential, multi-family, commercial, and light industrial improvements, including machinery and equipment pertaining to commercial operations; analyze sales involving considerable contact and interaction with Realtors, builders, lending agencies and others; determine market rent rates.
- Perform related property appraisal work.

QUALIFICATIONS

Education and Experience: A bachelor's degree with major course work in business administration, real estate, appraisal, economics or a related field and five to ten years prior appraisal experience. For all specialty assignments, except commercial, certification by the state as a Residential Real Estate Appraiser is required. For the commercial specialty, the certification as a General Real Estate Appraiser is preferred. Additionally, Department of Revenue accreditation and Real Property Appraiser Competency must be achieved within six months of appointment. Management experience is helpful.

Knowledge of: principles and practices of appraisal methods and techniques; principles of construction, including building materials; various computer applications such as data bases and word processing; real estate laws and regulations; communications skills needed to provide feedback to employees following review of work; business practices applicable to employees interacting with clients and others within the business and government community; establishing and determining values; statistical methods and mathematics.

Ability to: apply appraisal principles and techniques to complex property valuations; read and interpret laws, legal descriptions, blue prints, maps and property descriptions; research, analyze and reconcile appraisal information; develop and write detailed, concise information of complex appraisal information; evaluate and propose new procedures and explain procedures to others; establish and maintain effective working relationships with a wide variety of others encountered in the course of work.

Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents work in an office setting and in the field. Essential tasks include appraisal inspections requiring that the appraiser be able to drive a personal vehicle to remote county locations and walk around properties that may be under construction. Essential tasks within the office involve meetings, use of the telephone, personal computers and on-line terminals.

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Office use: 1/19/01