



PROPERTY APPRAISER

General Statement of Duties

Performs difficult, skilled technical work appraising, assessing and reassessing real property for tax purposes, conducting field investigations, assisting citizens with real property appraisal and tax matters.

Distinguishing Features of the Class

An employee in this class is responsible for performing the revaluation and appraisal of residential real estate and related property for tax purposes. The employee appraises new construction and establishes values. Work involves heavy public contact and may involve controversial and appealable decisions. Work is performed under general supervision of the Assistant Tax Administrator and evaluated through conferences, quality of work, review of records and documents and feedback from citizens.

Duties and Responsibilities

Essential Job Functions

- Discovers, lists and values all real and personal property; inspects new construction, renovations, additions and demolitions to determine value.
- Takes measurements of buildings, collects data relative to number of rooms, type of construction, age and other conditions affecting values, makes calculations and applies such data to appraisals of specific buildings; takes pictures of structures and uploads to computer system; prepares drawings.
- Enters and analyzes data including replacement costs, comparable sales and income potential to determine property values.
- Provides customer service to professionals and general public; provides property values and responds to tax inquiries and concerns; schedules site visits and reviews as requested; advises taxpayers of their right to appeal.
- Maintains a wide variety of records; compiles and updates statistics and provides information to the public.
- Enters appraisal data into computer system; uses GIS and other technological systems to assist with appraisal activities.
- Generates values on properties for the County including commercial, industrial, and residential properties; calculates new effective ages for renovation, additions or remodeling.
- Visits properties damaged by man-made and natural causes and assigns adjustments to value in accordance with the General Statutes.
- Reviews, verifies, and updates parcel information.

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- Keeps abreast of local property trends of modern appraisal methods and techniques.
- Prepares rollbacks of property no longer qualifying for exemptions.
- Assists with the training of new hires in the Department.
- Compiles data for Senior Property Appraiser; conducts sampling and statistical projections of property values and for other special projects.

Additional Duties:

- Assists with the listing processes during heavy office seasons.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge in preparing a variety of correspondence and complex reports.
- Considerable knowledge of current construction costs and materials, current property values and future real estate and property issues.
- Considerable knowledge of the application of information technology to property appraisal and revaluation.
- Thorough knowledge of the North Carolina Machinery Act and other laws governing the administration of tax on real estate and related property.
- Thorough knowledge of the procedures and standards for appraising residential, commercial, and industrial properties.
- Thorough knowledge in the use of standard office equipment and other related equipment.
- General knowledge of the geographic layout of the County.
- General knowledge of the tax listing procedures.
- General knowledge of supervisory principles and practices.
- Ability to read and interpret land descriptions and tax maps; to sketch construction projects; to use various types of maps.
- Ability to make computations accurately based on fair market value and the available data base.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to apply the General Statutes to statistical computations.
- Ability to apply the Income Approach to property valuation.
- Ability to apply Market Data Approach to property valuation.
- Ability to apply Cost Approach to property valuation.
- Ability to understand and use various computer applications in the appraisal process and in the data base applications.

- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.

Physical Requirements

- Work requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires visual acuity for close vision, distance vision, ability to adjust focus, depth perception and peripheral vision.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operating machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to outside environmental conditions.
- Work is performed in a moderate noise environment (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Graduation from high school moderate experience in real estate, tax evaluation, or business administration dealing with real property; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of Real Property Appraiser Certification from the N.C. Dept. of Revenue upon hire.

Complete Property Tax Listing and Assessing Training within one year of employment.

Complete Fundamentals of Real Property Appraisal Training within one year of employment.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.