

Code: 1176

Title: APPRAISAL SUPPORT SPECIALIST

SUMMARY: Performs paraprofessional work in direct support of property appraisal activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Performs specialized research of records, data collection and verification and preparation of reports in direct support to appraisal activities;

Updates and maintains databases, spreadsheets, logs, maps and drawings in a Local Area Network (LAN) using Computer Aided Drafting (CAD) automated systems and other specialized scanning systems and computer applications;

Reviews property tax value information and statistical data to insure accuracy and uniformity, and updates tax roll valuations and corrects errors;

Updates market values on structures and land by computing square footage and pricing additions;

Reviews property records to verify legal description, clear title, changes in ownership and proportions of land splits;

Verifies valuation of property and tax statements to property owners and responds to questions from the public regarding property values and taxes;

May lead and train other paraprofessional or clerical staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- general office practices and procedures;
- business English and basic mathematics;
- legal requirements and deadlines for property appraisal and taxes;
- methods and techniques of property valuation;
- computer aided drafting applications, databases and spreadsheets.

Skill in:

- indexing, classifying, coding and filing records and documents in manual and automated systems;
- compiling data and preparing reports;
- making routine mathematical calculations;
- reading legal descriptions, deeds, plats and maps;
- training others in general office procedures;
- maintaining records, databases and spreadsheets;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience in real estate sales, property management, property titles or permits validation or processing, or in maintaining, recording and updating property and tax information.

(One year of college course work from an accredited college, university, trade or vocational school in real estate, appraisal, urban planning, civil engineering, construction, finance, accounting, computer

science, geographic information systems, or business administration may be substituted for one year of the required experience)

OR:

(2) One year of experience with the Pima County Assessor's Office in an administrative or clerical support classification, such as OSL II, III, Administrative Support Specialist, or Property Appraisal Aide.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 09/10/00(is)
Updated 3/31/11(tb)