

Code: 2515

Title: REAL PROPERTY APPRAISER - SENIOR

SUMMARY: Performs real property appraisal work associated with purchase, sale, exchange, lease or other acquisition or disposition of Pima County real property, communicating with property owners and defending property valuations in courts.

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

Writes formal appraisal reports, narrative appraisal reports and produces review appraisal reports on complicated or sensitive projects regarding all types of real property to be used, acquired, sold or leased by the County, including land, buildings, leaseholds easements, groundwater rights, grazing leases and rights-of-way;

Serves as initial county contact with property owners from whom land or property is to be acquired and communicates with the property owners to assure a fair and reasonable award to property owners;

Performs field and office work to collect real property ownership, market valuation and cost data through document research, visual inspection of property and personal contact with private parties and real estate agents;

Researches and analyzes comparable recent sales, building costs, depreciation factors, income, highest and best use of property and benefits or damages resulting from construction and operation of public improvements;

Applies appraisal techniques, including income, cost and market data appraisal methods to develop value analyses and cost estimates;

Researches, reviews and recommends appraisal values to a variety of secondary property rights, such as surface and groundwater rights, grazing rights, right-of-way and leasehold interests;

Establishes lease or rental rent and terms of property owned by the county, or for property the county wishes to lease;

Coordinates and reviews contract appraisals;

Prepares technical data and reports for submission in court cases and testifies in court as an expert witness in condemnation cases;

Attends public meetings and project open houses to provide information to property owners and the public regarding the appraisal process;

Writes correspondence, maintains records and prepares reports;

Assists in the preparation of consultant appraisal contracts;

Assists in the training of professional appraisal and support staff;

Assists real property acquisition staff in negotiations for securing property for county use;

May train and lead assigned and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods and techniques used in real property appraising, acquisition and management;
- real estate terminology and the legal instruments effecting the transfer, sale and lease of real property;
- uniform standards of professional appraisal practice;
- building construction and costs;
- federal and state laws and regulations and local ordinances pertaining to real estate appraisal and acquisition in the public sector;
- local zoning and land use plans;
- use of computer systems, databases and word processing.

Skill in:

- using a variety of standard professional methods to appraise all types of real property and buildings;
- analyzing and drawing conclusions from trends and data;
- writing formal appraisal reports, narrative appraisal reports and reviewing appraisal reports;
- establishing and maintaining effective relationships with associates, property owners and the public;

- preparing clear, concise written reports and defending opinions;
- interpreting legal descriptions, contracts, mortgages, maps, blueprints, architectural and engineering drawings;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in real estate, finance, business, public administration or a closely related field as defined by the appointing authority and two years of experience appraising real property, including at least one year of right-of-way appraisal work.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Certification as a Residential Appraiser or certification as a General Real Estate Appraiser in the State of Arizona is required at time of appointment (ARS 32-3612). A valid Arizona driver's license may be required at time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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

Pima County

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