

Code: 2532

Title: PROPERTY APPRAISER

SUMMARY: Classifies and appraises real property and/or personal property for tax evaluation.

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

Locates, measures, classifies and lists residential and commercial property for tax appraisal;
Conducts site inspections to update records of new structures, additions and alterations of existing structures;

Appraises and assesses mobile homes and unsecured personal property, such as furniture, fixtures, machinery and equipment;

Measures and prepares drawings of commercial and residential property for appraisal, using manual and computer assisted drafting methods;

Transfers field measurement notes onto property record cards and writes specifications on work sheets and cards in accordance with State manuals;

Consults with builders to obtain data on material, equipment and dimensions;

Gathers and verifies information regarding the sale of real property;

Reviews financial statements to verify assessable assets and extract net operating income;

Defends, arbitrates or testifies non-complex property appraisals before property owners, boards of valuation or courts;

Provides information to property owners and the public regarding the appraisal process, property characteristics, property values, exemptions, ownership, legal description and property classifications;

Maintains databases, maps, spreadsheets and tax tables in automated systems;

Trains and leads appraisal support staff;

Assists Property Appraiser-Senior in analyzing and reconciling complex data;

May interpret laws, regulations, codes and ordinances.

KNOWLEDGE & SKILLS:

Knowledge of:

- standard personal and real property appraisal methods, techniques and cost and market valuation systems;
- real estate terminology and instruments of transfer;
- building construction materials and costs;
- laws and regulations affecting property appraisals, classifications, assessment ratios, property tax exemption, use codes and the appeals process;
- computer applications, e.g., spreadsheets, databases, tax tables, automated systems and Computer Aided Drafting (CAD).

Skill in:

- performing residential, non-complex commercial and personal property appraisals;
- interpreting real estate and legal descriptions, logs, maps, blueprints, contracts and mortgages;
- utilizing and maintaining databases, spreadsheets, tax tables and automated systems;
- reviewing balance sheets, income and other financial statements;
- communicating effectively with the public;
- analyzing and drawing conclusions from market sales data, neighborhood trends, property depreciation indicators and construction trends and costs;
- preparing drawings, using manual or CAD programs;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS: EITHER:

(1) Two years of experience in construction, real estate sales and/or property appraisal.

(Acceptable real estate experience is that which included establishing value through research of sales of comparable properties. Acceptable construction experience includes estimating, obtaining building permits, or reading blueprints.)

OR:

(2) One year of experience with Pima County as an Appraisal Support Specialist or Title Examiner Specialist.

OR:

(3) Two years experience with Pima County as a Property Appraisal Aide.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of hire must complete the Arizona Department of Revenue Level I Basic Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006). Some positions require possession of a valid Arizona Class D Driver's License at time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

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.