

Code: 2533

Title: PROPERTY APPRAISER-SENIOR

SUMMARY: Appraises personal, residential, commercial, land and/or industrial property for tax purposes and develops and defends property valuation. This is distinguished from Property Appraiser by the complexity of duties in developing and defending industrial and commercial property valuations. It differs from Property Appraisal Supervisor, which reviews, evaluates and coordinates activities of a single function work unit.

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

Compiles and analyzes data to establish value of commercial, industrial, land, residential and personal property for tax appraisal;
Contacts commercial accounts in the field to gather information for appraisals;
Locates, computes and appraises secured and unsecured personal property of commercial, industrial and agricultural businesses, residential rental complexes and ranches in accordance with Department of Revenue guidelines and state statutes;
Gathers, verifies and analyzes information regarding sales of real property;
Reviews financial statements to verify assessable assets and extract net operating income;
Inspects and appraises property at market value using established cost, market and income approaches to valuation and correlates data into a single estimate of value;
Makes corrections to applied valuations based on field inspections and other research;
Reviews valuations when petitioned by taxpayers and defends, arbitrates or testifies about properties before property owners, boards of valuation and courts of law and appears as expert witness in Superior Court cases;
Explains assessment procedures to individual taxpayers;
Utilizes and maintains departmental databases, spreadsheets and related networks;
May lead, supervise and/or train appraisal support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- personal and real property appraisal methods, techniques, cost and market valuation systems;
- building construction materials and costs;
- real estate terminology and instruments of transfer;
- state and other laws affecting property appraisals, classifications, assessment ratios, property tax exemption, use codes and the appeals process;
- property appraisal and tax related databases, tables and spreadsheets.

Skill in:

- applying appraisal guidelines in the evaluation of property;
- analyzing, interpreting and applying factors affecting property values;
- performing mathematical, financial and statistical calculations;
- reviewing balance sheets, income and other financial statements;
- maintaining effective working relationships with others;
- assigning, coordinating and reviewing the work of others;
- interpreting legal descriptions, registered surveys and property analysis;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience in construction, real estate and/or property appraisal and one year of education in regional development, civil engineering, urban planning, property appraisal and/or real estate.

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

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

OR:

(2) Two years of experience with Pima County as a Property Appraiser.

OTHER REQUIREMENTS:

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

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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