

Code: 2534

Title: PROPERTY APPRAISAL SUPERVISOR

SUMMARY: Coordinates and participates in the activities of evaluating personal, residential, commercial and/or industrial property and supervises appraisal staff. This is distinguished from Property Appraiser-Senior by the requirement to evaluate property real values and coordinating activities of the unit. It differs from Property Appraiser Manager, which plans, organizes and coordinates the appraisal activities for a division comprised of multiple work units.

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

Supervises, plans, assigns work to and reviews work of assigned appraisal staff;
Participates in or oversees the review and audit of all commercial, residential and land appraisals and value computations;
Appraises property through research and field inspections and makes field determinations to check applied valuations;
Recommends corrections to valuations based on field inspections and research;
Recommends approval of statutory exemptions;
Explains assessment procedures to the public and resolves difficult technical problems;
Defends or arbitrates properties and represents the Assessor at board hearings;
Appears as witness in Superior Court cases and represents the County in tax court;
Reviews financial statements to verify assessable assets and extract net operating income;
Interviews taxpayers having complaints about assessments and makes adjustments in valuation;
Participates in personnel interviews and makes recommendations for hiring/firing, promotions and discipline of staff;
Writes correspondence and prepares reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods, practices and techniques of employee supervision, training and evaluation;
- appraisal methods and techniques, cost and market valuation systems;
- real estate terminology and instruments of transfer;
- accounting, cost approach, depreciation analysis and mass appraisal methods, techniques and applications;
- State and other laws affecting property appraisals, classifications, assessment ratios, property tax exemptions, use codes and the appeals process.

Skill in:

- using a variety of methods to appraise all types of real property and buildings;
- analyzing and drawing conclusions from trends and data;
- dealing effectively with local officials, taxpayers and the general public;
- performing mathematical, financial and statistical calculations;
- reviewing balance sheets, income and other financial statements;
- interpreting legal descriptions, registered surveys and property analysis;
- planning, assigning and supervising the work of others;
- preparing clear and concise written reports defending opinions;
- communicating effectively, both orally and in writing.

