

Code: 2534

Title: **PROPERTY APPRAISAL SUPERVISOR**

**SUMMARY:** Coordinates and participates in the activities of evaluating land and personal, residential, commercial and/or industrial property, and supervises appraisal staff. This is distinguished from Property Appraiser-Senior by the requirement to evaluate property values and by 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 upon 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;  
Reviews and develops Computer-Assisted Mass Appraisal (CAMA) applications for appraisal processes;  
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 depreciation schedules, asset lists, financial statements and annual department forms to verify taxable property and to extract net operating income;  
Interviews taxpayers having complaints about assessments and makes adjustments in valuation;  
Participates in employee evaluation and planning, personnel interviews, and makes recommendations for hiring, 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 depreciation schedules, asset lists 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.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) 60 semester hours of coursework from an accredited college, university or technical trade school in

regional development, civil engineering, urban planning, property appraisal and/or real estate and five years of experience in construction, real estate and/or property appraisal, one year of which was in a lead or supervisory capacity.

(Acceptable construction experience includes estimating, obtaining building permits and/or reading blueprints.)

(Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.)

OR:

(2) Three years of experience with Pima County as a Property Appraiser-Senior or Property Technician-Senior.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of appointment must obtain Arizona Department of Revenue Level II Appraisal or Assessor Certification (ARS 42-142). In compliance with A.R.S. Title 32, Chapter 36, some positions may require possession of one of the following current licenses/certifications issued by the Arizona State Board of Appraisal at the time of appointment: Arizona Licensed Appraiser, Arizona Certified Residential Appraiser, and/or Arizona Certified General Appraiser. Some positions require a valid Arizona Class D driver license at the time of application. 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.

Pima County

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