



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Real Estate Appraiser	DEPARTMENT: City Assessor
IMMEDIATE SUPERVISOR: City Assessor	GRADE/RANK: 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Under supervision of the City Assessor, performs complex computer assisted mass appraisals of residential and some commercial land and improvements for tax purposes. Makes appraisals of typical residential and acreage-type properties, non-tax properties, and some income-producing properties. Does special assessments for Cities tax abatement program and land use. Work requires a considerable amount of independent judgement and tact, with numerous deadlines and extensive public contact.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Physically inspects properties and appraises them;
- Interviews property owners, and other real estate professionals, to ascertain data needed in the appraisal process;
- Collects, evaluates, and correlates market data;
- Examines public records, maps, aerial photographs, building permits, plans and zoning regulations to determine pertinent factors needed in the appraisal of real estate;
- Collects and reviews data from the private sector which may have an influence on value (e.g., interest rates, conditions of sale);
- Represents the assessor's office at Board of Equalization hearings as required;

- Records changes due to re-zonings, re-subdivisions or street vacations;
- Under supervision of the assessor, administers the land use assessment program;
- Maintains the Sales File;
- Assists in performing the duties of the Appraisal Technician during times of his/her absence or increased workloads and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Has working knowledge of real property appraisal techniques and building construction practices. Has extensive Knowledge of mass appraisal principles and the State laws which govern assessments. Has knowledge of financial math functions and statistics, factors affecting the value of land and knowledge of impact of zoning regulations. Has the ability to: read maps, soil studies and building plans; make area calculations using manual and planimeter methods, draw property boundaries from metes and bounds descriptions; perform varied data entry and work processing tasks and; deal tactfully, pleasantly and efficiently with the public.

DISTINGUISHING FEATURES OF THE POSITION:

Possession of a valid and appropriate driver's license issued by the Commonwealth of Virginia and a good driving record. Must work in adverse weather conditions to inspect and appraise assigned property.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Graduation from college, preferably with a degree in Business, Real Estate or Economics, 5 years of real estate appraisal experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities. Completion of IAAO courses 101– Fundamentals of Real Property Appraisal, Course 102-Income Approach to Value, Course 201-Appraisal of Land, Course 300-fundamentals of Mass Appraisal, Course 311-Real Property Modeling Concepts or equivalent.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on property value for tax purposes.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work requires the exertion of up to 25 pounds of force occasionally to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires stooping, reaching, fingering, grasping and repetitive motions for keying information into computer. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the

spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for driving, examining property, facilities, structure, for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The work is subject to adverse environmental conditions including cold and heat etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not supervise any staff or volunteers.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Real Estate Appraiser will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Assessor and Chief Human Resources Officer

Revised Date: 2019