



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Appraisal Technician	DEPARTMENT: City Assessor
IMMEDIATE SUPERVISOR: City Assessor	GRADE/RANK: 11
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Under supervision of the City Assessor, performs technical and clerical work related to the assessment of real estate. This is a position which requires general office/clerical skills, combined with specialized mapping and computational abilities. A general understanding of the assessment function is necessary. Must be able to read and interpret deeds and physical surveys. Must be able to communicate in a calm and tactful manner with customers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Answers/routes incoming telephone calls as necessary for the office. Serves as primary contact for public inquiries concerning assessments;
- Reads and interprets deeds, plats, survey maps, and legal records to ensure accuracy;
- Processes property transfers, whole and partials, and assists public with information on these transactions;
- Creates new parcel records and PINs as needed (per deeds and recorded surveys);
- Calculates acreage and boundaries;
- Inputs data into Vision software;

- Consults with attorneys and surveyors on complex transfers to ensure accuracy of property transfer;
- Updates tax maps from recorded deeds, plats, survey maps, subdivision plans, and unrecorded documents;
- Coordinates map changes with IT, Engineering, and Finance departments;
- Calculates and prepares exonerations and supplements for the Treasurer's office relating to changes in assessments;
- Conducts in-depth research of land records;
- Prepares detailed queries, reports and summaries in Vision for the department, realtors, appraisers, citizens, and other City Departments as needed;
- Assists citizens, surveyors, attorneys, real estate agents, paralegals, law enforcement officials, lending institutions, and government agencies with any real estate related information;
- Receives citizen complaints and service requests and resolves them within the framework of established policies, procedures, and laws and ordinances;
- Coordinates the mailing of assessment notices (with an off-site vendor), income and expense requests, land use revalidation applications, and other customer communications required by the Assessor's office;
- Compiles assessment appeal applications in preparation for the meeting of the Board of Equalization;
- Keeps minutes for the meetings of the Board of Equalization and acts as the Board's secretary;
- Maintains/updates departmental website;
- Performs various other clerical duties as necessary and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Has general knowledge of real estate assessment requirements and practices. Has working knowledge of general clerical skills, including filing, typing and operation of various office equipment such as copy machine, scanner, etc. Has knowledge of, or ability to learn International Association of Assessing Officers (IAAO) standards for mapping and parcel ID numbers to ensure compliance. Has basic math and computer data entry skills to include proficiency in Microsoft office (Word and Excel). Has the ability to: make lot line changes on tax maps, calculate acreages, draw lot lines from metes and bounds descriptions; read engineering and architectural scales, interpret maps and plats; deal tactfully, pleasantly and efficiently with the public and; deal with detail in an accurate manner.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Graduation from an accredited high school, supplemented by business/real estate school training or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

EXAMPLES OF EXPECTED DECISION MAKING:

- Decides completeness and accuracy of incoming property transfer information. Seeks additional information as required to process transfer;
- Evaluates inquiries or complaints and supplies needed information or transfers to appropriate co-workers or other departments and;
- Monitors department supply levels and orders replacements as necessary.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication 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 preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The work is not subject to adverse environmental conditions.

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 Appraisal Technician 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