

**REAL PROPERTY APPRAISER** (Part-Time)

**DISTINGUISHING FEATURES OF THE CLASS:** Appraises real property to obtain basic data for determination of valuation for tax purposes. This is professional appraisal work involving responsibility for obtaining and reporting factual and relevant data supporting real property valuation estimates. Work is performed under the direct supervision of the (Assessor) or (Director of Real Property Tax Services). Supervision may be exercised over the work of technical and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Evaluates all types of real estate, reviews appraisals with local officials, makes preliminary reviews and analyzes appraisal reports from outside appraisers;  
Conducts assigned field inspections of real property for appraisal and reappraisal and makes field notes;  
Prepares detailed, factual, and analytical reports of the basis for valuation estimates including all pertinent data;  
Reviews deeds and other property records to extract pertinent information;  
Reports discrepancies in records of building location, topography, condition, bulkheading, street conditions, and improvements;  
Confers with taxpayers and assessors to explain factors used in determining valuation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of legal terminology used in deeds, liens, property descriptions and tax records; demonstrated ability to make accurate appraisals of real property; ability to plan and supervise the work of technical subordinates; integrity; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, AND three (3) years of full-time paid experience in an occupation involving the valuation of real property, such as Appraiser, Real Estate Broker, Valuation Data Manager, Real Property Appraisal Aide or similar position. Two (2) years of this experience must have been in a full-time paid office requiring the use of independent judgement in the appraisal of real estate, including the preparation of original written detailed reports.

**NOTE:** Two years of college study in a related field may be substituted for one year of the experience only.

**NOTE:** In no case shall less than two years of the specialized appraisal experience involving the preparation of original written detailed reports be acceptable.