



## **Real Estate Appraiser**

**Job #:** 16-02161

**Opening Date/Time:** Sat. 10/15/16 12:00 AM Eastern Time

**Closing Date/Time:** Fri. 12/02/16 5:00 PM Eastern Time

**Salary:** \$26.16 - \$43.61 *Hourly* | \$2,093.19 - \$3,488.64 *Biweekly* | \$54,422.99 - \$90,704.64

*Annually*

**Pay Grade:** S23

**Job Type:** FT Salary W BN

**Location:** FX. CTY. GOVERNMENT CENTER, 12000 GOVERNMENT CENTER PKWY., FAIRFAX (EJ32), Virginia

**Department:** Tax Administration

**Posting Type:** Open to General Public

**Note:** Multiple positions will be filled from this job announcement.

Responsible for residential real estate property appraisal, i.e., the determination of value for assessment of Fairfax County properties. Makes appraisals of residential classes of real estate (single family detached houses, condominiums, attached and townhouse dwellings). Appraises noncomplex vacant residential sites and subdivisions, as well as special purposes properties such as churches and schools. Performs office research on and inspects real property to gather data required for appraisals. Defends assessments in the administrative appeal process and at the Board of Equalization level. Meets with taxpayers. Duties are performed under direction and supervision.

**Positions may be underfilled as an Assistant Real Estate Appraiser (S20); the Underfill Requirements are stated below in the Employment Standards section.**

### **Illustrative Duties:**

- Inspects properties and meets with citizens, builders, brokers, and other government agencies to collect data for the appraisal of residential properties;
- Collects and maintains data for appraisal analysis of residential properties using multi-listing information to check sales information and update building characteristics;
- Analyzes data and applies traditional mass appraisal approaches in determining residential property values while using individual judgment;
- Provides information to the public on real property legal requirements, appraisal procedures and current market activity;
- Prepares charts and graphic presentations for the Board of Equalization using GIS (geographic information system) to illustrate uniformity and sales comparable properties;
- Presents oral, visual (charts and graphics), and written presentations, and defends assessments in the administrative appeal process and before the Board of Equalization;

- Researches the County Comprehensive Plan to evaluate the effect of adopted land use plans on property valuations;
- Measures, classifies, and values new construction, including custom houses;
- Maintains information for assigned subdivisions, including model types and sales data;
- Analyzes grantor/grantee transactions, including financial details, property characteristics, zoning/development issues, and buyer/seller motivations to develop an inventory of bona fide sales for market analysis.

### **Required Knowledge Skills and Abilities:**

- Knowledge of Fairfax County ad valorem principles, policies, and procedures;
- Knowledge of the political, economic, social, and legal factors affecting the valuation of residential property in Fairfax County;
- Skill in applying the principles and practices of appraising residential properties;
- Skill in the use of personal computer applications, including electronic mail, the Internet, word processing, spreadsheet, multiple listing, digital photography, building diagramming, GIS (geographic information system), sales and uniformity query, and other relevant software;
- Ability to compute residential real estate values using the cost and market sales appraisal methods;
- Ability to employ accepted mass appraisal techniques when calculating and interpreting statistical data to insure uniformity and equitability of residential real property assessments;
- Ability to organize and summarize facts related to appeal/Board of Equalization cases;
- Ability to understand architectural, subdivision, and rezoning plans;
- Ability to communicate accurately and effectively, both orally and in writing;
- Ability to develop and maintain cooperative and effective relationships with County officials, staff, the professional real estate community, and citizens.

### **Employment Standards:**

**MINIMUM QUALIFICATIONS:** Any combination of education, experience, and training equivalent to the following: graduation from an accredited four-year college or university with a bachelor's degree; plus, two years field experience in the appraisal of real property.

**CERTIFICATES AND LICENSES REQUIRED:** Possession of a valid motor vehicle driver's license.

**NECESSARY SPECIAL REQUIREMENTS:** The appointee to this position will be required to complete a criminal background investigation and a driving record check to the satisfaction of the employer.

**PREFERRED QUALIFICATIONS:** Experience in mass appraisal for assessment purposes and a residential appraisal license.

**UNDERFILL REQUIREMENTS:** This position may be filled by a less experienced person at the level of [Assistant Real Estate Appraiser](#) (Grade S20). The employment standards for the Assistant Real Estate Appraiser are:

- Any combination of education, experience, and training equivalent to the following: graduation from an accredited four-year college or university with a bachelor's degree.

Formal appraisal training is required and may be provided by various real estate appraisal organizations (e.g., International Association of Assessing Officers and the Appraisal Institute). Incumbents are either promoted to the class of Real Estate Appraiser upon successful completion of their training or are separated. [Click here to view the complete details and KSAs for the Assistant Real Estate Appraiser.](#) Upon completion of an underfill agreement (which will require that the employee meet the employment standards stated above in addition to obtaining competencies defined by the hiring agency) the employee will be elevated to the level of **Real Estate Appraiser**.

**PHYSICAL REQUIREMENTS:** Must be physically able to field measure new residential property construction, including houses, decks, additions, etc. with or without reasonable accommodations.

**SELECTION PROCEDURE:** Panel interview.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

*Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703.324.4900 for assistance. TTY 711. EEO/AA/TTY.*

**To Apply** [Click Here](#)