

Real Estate Appraiser I/II

Competitive Salary DOQ. Position is eligible for [Full-Time County Benefits](#).

James City County Real Estate Assessments Division seeks an individual to perform responsible work assembling, evaluating, and analyzing information about property values and using this information to produce uniform, accurate appraisals of residential property in conformance with applicable statutes, codes, and standards of professional practice. There are 2 levels of Real Estate Appraiser distinguished by the level of work performed and the qualifications of the employee.

Real Estate Appraiser I: \$38,146 – \$49,590 DOQ

Real Estate Appraiser II: \$44,104 – 57,335 DOQ

Responsibilities:

- Make field inspections of new and existing residential property to collect data for use in determining tax assessments; respond to inquiries concerning appraisals.
- Interview persons familiar with property; collect appropriate data by searching public records of sales, leases, assessments, and other transactions to determine proper value.
- Collect and analyze information from a variety of sources and applies the analysis in the assessment of routine residential property; analysis may include ratio studies, statistical or sales analysis, or other analytical techniques, as needed.
- Appraise property manually or with the use of a CAMA System.
- Prepare written or oral reports to defend real estate assessments before the Board of Equalization.
- (*Real Estate Appraiser II*) Analyze assessments for equity, identifying value trends and applying the results to appraisal problems; performs valuations of multi-family, commercial and industrial real property; provides analytical and technical assistance to other staff members.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; satisfactory completion of International Association of Assessing Officers (IAAO) courses 101 and 102; and, some experience in assessing or appraising properties preferred.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles and processes for providing customer; appraising principles, methods, practices, and techniques; applicable Federal, State, and County laws, codes, and procedures; social, economic, and political trends on property values.
- Skill in use of computer software, especially Microsoft Office Suite and GIS applications; and, collecting and assembling data.
- (*Real Estate Appraiser II*): Any combination of education and experience equivalent to an associate's degree in real estate or related field supplemented by approved courses in appraisal theory from a nationally recognized appraisal organization; IAAO courses 101, 102, and 300; considerable experience in assessing or appraising real property; must possess or be able to obtain within thirty six (36) months of employment a Certified Residential or Certified General Appraiser License from the Commonwealth of Virginia, Department of Professional and Occupational Regulations.

Accepting applications until 11:59pm EST on 05/24/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>