



**PRINCE GEORGE COUNTY, VIRGINIA  
invites applications for the position of:**

## **Real Estate Assessor**

**SALARY:** \$83,791.00 - \$134,065.00 Annually

**OPENING DATE:** 12/10/20

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County is seeking a Real Estate Assessor to direct the day-to-day operation of the Real Estate Assessment Department. Individual will perform complex professional and administrative work in planning, organizing, evaluating and directing the appraisal, assessment and annual reassessment of real property in the County and proper maintenance of accompanying records. Qualified applicant will also be responsible for the determination of fair market value and equalization of assessable real estate taxable and non-taxable; administer programs related to real property taxation, including Land Use; provide professional leadership and management of personnel, ensure compliance with all laws, rules, regulations, associated with real property taxation; represent the Assessor's Office before the Board of Supervisors, Board of Equalization, property owners, and Courts.

### **QUALIFICATION REQUIREMENTS:**

Successful candidate must have comprehensive knowledge of the modern principles and practices of real property assessment, particularly mass appraisals; comprehensive knowledge of the methods and modern techniques of appraising real property; thorough knowledge of laws, rules and regulations covering real property appraisal and assessment, including the State Land Evaluation Advisory Council (SLEAC) regulations, the Uniform Standards for Professional Appraisal Practice (USPAP) and the Assessment Standards of the International Association of Assessing Officers (IAAO); coordinating the proper designation and valuation of land uses through knowledge of land use taxation laws; ability to interpret laws and ordinances; thorough knowledge of modern building construction practices and building materials; ability to analyze factors which would tend to influence the value of property and to exercise sound judgement in the determination of property values; ability to prepare well-written, clear and concise reports; knowledge of basic research techniques and statistical analysis; ability to establish and maintain effective working relationships with other governmental officials and the general public; skilled in workforce planning, goal-setting, management, counseling, coaching, mentoring, and evaluating; ability to professionally defend appraisals to property owners, the Board of Equalization, and the Courts, as necessary.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, economics or related field and extensive experience in the management of real estate assessment operations. A minimum of ten (10) years of real estate assessment work experience for a Virginia locality, or equivalent, preferably including some supervisory capacity. A minimum of seven (7) courses from the International Association of Assessing Officers (IAAO), or approved equivalent, to include:

IAAO Course 101: Fundamentals of Real Estate Appraisal  
 IAAO Course 102: Income Approach Valuation  
 IAAO Course 112: Income Approach Valuation II  
 IAAO Course 201: Appraisal of Land  
 IAAO Course 300: Fundamentals of Mass Appraisal  
 IAAO Course 311: Residential Modeling Concepts  
 IAAO Course 400: Mass Appraisal Practices and Procedures  
 Additionally, a fifteen (15) hour course approved by the Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (USPAP) is required.  
 Possession of a designation as an assessor from a recognized organization such as the International Association of Assessing Officials (IAAO), or the Appraisal Institute; (examples include, Certified Assessment Evaluator (CAE) or Assessment Administration Specialist (AAS) is preferred.

A Certified General Real Estate Appraisal license issued by the Commonwealth of Virginia, and the ability to be certified by the Tax Commissioner to perform annual reassessments in accordance with the Code of Virginia, Sec. 58.1-3253. Proficiency in modern CAMA, GIS, Microsoft Office and Database software systems required. Experience with vision CAMA, ESRI, GIS and SQL Server preferred.

## ADDITIONAL INFORMATION:

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #REA122020  
 REAL ESTATE ASSESSOR  
 WJ

Prince George County  
 6602 Courts Drive  
 Prince George, VA 23875  
 804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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## Real Estate Assessor Supplemental Questionnaire

- \* 1. How many years of experience do you have in real estate assessment work for a Virginia locality?
  - None
  - 1-4 years
  - 5-9 years
  - 10 or more years
- \* 2. Do you possess a Certified General Real Estate Appraisal License issued by the Commonwealth of Virginia?
  - Yes
  - No
- \* 3. Do you have the ability to be certified by the Tax Commissioner to perform annual reassessments in accordance with the Code of Virginia?
  - Yes
  - No
- \* 4. How would you describe your proficiency with Microsoft Office products?

- Not proficient
- Beginner
- Intermediate
- Expert
- Microsoft MVP

\* 5. Do you have any experience with GIS systems?

- Yes
- No

\* 6. Do you have experience with CAMA software?

- Yes
- No

\* 7. Do you have any experience with SQL Server?

- Yes
- No

\* Required Question