

Appraiser

Department of Budget & Finance

Full-Time, 12 months

Non-Exempt, Pay Grade 14

VRS-Eligible, Benefits-Eligible

The Appraiser

Performs responsible professional and technical work for the purpose of assisting the organization in appraising real property for assessment purposes; does related work as required. The primary role of this position is to perform field inspections of residential new construction permits, existing parcels and residential structures to collect data for verification to establish value or to maintain accuracy against previously recorded data. Some general commercial valuation work may be required. Work is performed under the general supervision of the Appraiser Supervisor.

Advertising as an Appraiser (grade 14), but may hire at Appraiser Technician (grade 12) or Senior Appraiser (grade 16) based on qualifications and experience.

The Expectations

Essential functions and responsibilities of the **Appraiser** include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Appraises real property that is of a medium complexity including both urban and rural areas;
- Takes measurements of buildings, collects data relative to amenities, and other conditions affecting values, makes calculations and applies such data for the purpose of appraising specific buildings;
- Makes field inspections of residential properties and is able to answer property owner inquiries concerning appraisal process;
- Ensures equitable assessment of County property by performing parcel classifications, size verification and condition determination when conducting field inspections of individual parcels;
- Collects and analyzes data relative to land valuations;
- Collects data and other pertinent facts to resolve appeal cases and requests for changes in valuation;
- Reviews basic appraisal methods, administration of complaints and appeals of assessments with property owners;
- Interviews persons familiar with property sales, inspects property, and searches public records;
- Timely appraisal of newly constructed properties.

- Assists in the determination of physical, functional and economic depreciation of improvements via sales comparison, economic age-life, breakdown, or capitalization of income methodology.
- Develops sales ratio studies for land and buildings by identifying and comparing specific quality, size and characteristics;
- Makes recommendations to Assessor on reassessment of assigned neighborhoods;
- Continues to gain knowledge of local property trends and of current appraisal methods and techniques;
- Reviews parcels under land use program to ensure compliance with State and County codes; Inspects parcels to ensure compliance under Land Use Assessment regulations;
- Other duties as assigned.

THE QUALIFICATIONS

Education and Experience Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in real estate, business management or economics; two to four years of real estate appraisal experience, preferably in an assessor's office, completed at least three IAAO courses or a state appraisal license. Professional certification and experience with Vision CAMA system and Pictometry preferred. **SPECIAL REQUIREMENTS:** Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

Knowledge, Skills and Abilities

Knowledge of the principles, practices, methods and techniques of appraising real estate; general knowledge of building construction practices and building and land values; some knowledge of state laws, charter provisions and municipal ordinances relating to real property assessment; ability to read and understand building construction plans and specifications, cadastral mapping, and GIS systems; ability to analyze factors influencing the value of property and to exercise sound judgment in the determination of property values; ability to write clear and concise reports; ability to deal effectively with the public and other employees.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Majority of work is field work involving daily use of motor vehicle and daily inspections of pre-existing properties and/or construction sites, often under adverse and possibly dangerous conditions and weather. Some office work is required. Regular contact with staff in Building Code and Zoning Services, Planning and Engineering departments, lawyers, developers, builders, realtors and fee appraisers, and the general public, primarily taxpayers. Communication is generally cooperative but sometimes characterized by debate. The exchange of information may cover confidential or sensitive material requiring the use of tact.

THE SALARY RANGE

The hiring range for this position is \$19.01 - \$33.04 per hour (approx. \$39,549 - \$68,727 per year.) Starting offer is based on applicable education beyond minimum requirements and internal equity. ***Advertising as an Appraiser (grade 14), but may hire at Appraiser Technician (grade 12) or Senior Appraiser (grade 16) based on qualifications and experience.*** The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing

education/training opportunities. This is a full time, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Tuesday, November 8, 2022, 5:00 p.m. EST

Virginia Values Veterans

Albemarle County is a Certified V3 organization.

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.