



Senior Property Appraisal Consultant

Posting Details

Position Information

Working Title	Senior Property Appraisal Consultant
Role Title	Lnd Acq & Prop Mgmt Agent III - 19113
Hiring Range	Commensurate with experience
EEO Code/Category	B - Professionals
Job Type	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Does this position have telework options?	Yes
Does this position have a bilingual or multilingual skill requirement or preference?	No
Pay Band	05
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Agency (1)	Dept of Taxation (161)
Hiring Agency (2)	Dept of Taxation (161)
Agency Website	https://www.tax.virginia.gov/careers
Post to HERC?	No
HERC Category	Don't Send to HERC
Location	Richmond (City) - 760
Sublocation	
District	
Position Number	00160
Job Posting Number	1106150
Type of Recruitment	General Public - G
Job Description	Virginia Tax's Property Tax Unit is seeking a Senior Property Appraisal Consultant in the

area of real and personal property assessment and taxation. This position will ensure compliance with the Commonwealth's property tax laws by producing annual assessment sales ratio studies.

Additional responsibilities include:

- Analyzing inquiries and providing local advisory aid and assistance concerning real estate and tangible personal property statutes, valuation, methodology, classification, appraisal, and assessment procedures
- Conducting internal training and education for current trends, legislation, appraisal methods, and best practices
- Interacting with taxpayers and state and local officials relating to the administration of property tax laws
- Scheduling, planning, and providing basic real estate and personal property assessment procedure training to local revenue officials and their staffs, and to local Board of Assessors, Board of Equalization/Review.
- Assist in planning and coordinating the Advanced Assessors' School.
- Performing other property tax related functions as needed

This position is eligible for a hybrid telework schedule.

The anticipated hiring range is up to \$75,000, and is commensurate with experience.

Did you know that over 8 million citizens rely on more than \$34 billion of revenue the Virginia Department of Taxation collects to fund government services that affect their daily lives? Virginia Tax, headquartered in Richmond, is responsible for administering 37 state and local taxes, sales and use taxes, and miscellaneous excise taxes with integrity, efficiency, and consistency. Virginia Tax works directly with individual and business taxpayers and local governments to ensure the Commonwealth's revenue is collected and taxes administered with fairness, diligence, and integrity.

Minimum Qualifications

- Considerable experience with appraisal processes and procedures
- Experience researching, analyzing, and resolving complex issues, and presenting findings
- Proficiency in Microsoft Office, including Word and Excel
- Excellent oral and written communication skills
- Experience providing quality customer service for both internal and external customers
- Experience managing multiple projects and meeting established deadlines
- Experience working independently and as part of a team
- Valid driver's license and must be able to travel within the state, occasionally overnight

Preferred Qualifications

- Bachelor's degree in real estate, business, accounting, finance, or economics, or related field; or equivalent work experience in real estate appraisal
- Experience with the development and review of assessment ratio studies
- Professional designation from the International Association of Assessing Officers (IAAO) and/or Virginia Certified General Appraisal License
- Knowledge and experience with ad valorem property appraisals
- Knowledge and experience with mass appraisal practices, procedures, and laws related to the classification, valuation, and taxation of property
- Experience with ad valorem property appraisals
- Experience with the operations of Virginia local government related to property taxation and administration

Special Requirements

All Virginia Tax employees must be current with filing their tax returns ensuring they were filed in compliance with established laws, rules and regulations. Selected candidate(s) will be required to consent to and successfully pass a background investigation which includes fingerprint-based criminal history, tax compliance, and DMV driving record (if applicable) checks.

Contact Information

Special Instructions to Applicants

The selected candidate will be prohibited from performing tax or accounting services for compensation during or outside business hours.

Virginia Tax is an equal opportunity employer that values diversity in the workforce. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national or ethnic origin, religion, genetics, age, veteran status, political affiliation, or

disability.

Reasonable accommodations are available to applicants with disabilities, if requested, during the application and/or interview process. If accommodations are needed, please contact Human Resources at (804) 786-3610.

Virginia Tax is committed to providing equal opportunity to disabled individuals and willing to provide reasonable accommodations to enhance opportunities for individuals with disabilities.

Virginia Tax participates in E-verify.

Consideration for an interview is based solely on the information within the application.

This website will provide a confirmation of receipt when the application is submitted for consideration.

Please refer to your RMS account for the status of your application and this position. No phone calls or emails, please.

Commonwealth's Alternate Hiring Process: In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Certified Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800-552-5019.

Name

Phone

Fax

Email

Address

Posting Information

Job Open Date 09/12/2022

Job Close Date 09/26/2022

Open Until Filled No

Is this a continuous recruitment position? No

Is this a multi-hire position? No

Copying From Job Posting Number

Copying From Position Number

Hiring Managers with Access to Posting Karen Barker-Atkinson

Date Vacated

Pass Message Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Thank you for your interest in this position. Based on your responses to the questions on

Fail Message

the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Quicklink for Posting

<https://virginiajobs.peopleadmin.com/postings/311182>

Online Reference Letter Feature

Minimum Number of Requests

Maximum Number of Requests

Cutoff date

Instructions to Reference Provider

Recruitment Cost

Recruitment Cost

Screening Criteria

Screening Criteria

Criteria 1	Considerable experience with appraisal processes and procedures
Criteria 2	Experience researching, analyzing, and resolving complex issues, and presenting findings
Criteria 3	Proficiency in Microsoft Office, including Word and Excel
Criteria 4	Excellent oral and written communication skills; providing quality customer service for both internal and external customers
Criteria 5	P - Experience with the development and review of assessment ratio studies
Criteria 6	P -Bachelor's degree in real estate, business, accounting, finance, or economics, or related field; or equivalent work experience in real estate appraisal
Criteria 7	P - Professional designation from the International Association of Assessing Officers (IAAO) and/or Virginia Certified General Appraisal License
Criteria 8	P - Knowledge and experience with mass appraisal practices, procedures, and laws related to the classification, valuation, and taxation of property
Criteria 9	P - Experience with ad valorem property appraisals
Criteria 10	Vet / disabled vet

Applicant Documents

Required Documents

None

Optional Documents

- 1. Resume
- 2. Cover Letter
- 3. Transcript

4. Other Document
5. Blue/Yellow Card

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
 - o Yes
 - o No
 - o Not Applicable
2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
 - o Yes
 - o No
 - o Not Applicable
3. * How did you find this employment opportunity?
 - o State Recruitment Management System (RMS)
 - o Agency Website or Bulletin Board
 - o Job Board (Indeed, Monster, Dice, etc.)
 - o Social Media (Twitter, Facebook, LinkedIn, etc.)
 - o Newspaper or Professional Journal (Please specify below)
 - o Career Fair or Job Event (Please specify below)
 - o VEC (Virginia Employment Commission)
 - o Radio/TV (Please specify below)
 - o Other (Please specify below)
4. * Please specify the actual source from your response to question #4 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

(Open Ended Question)
5. * 161 - Sponsorship means the filing of an employment-based temporary or permanent visa process to enable the applicant to work for this agency. Do you now or will you in the future require the Virginia Department of Taxation to sponsor you for employment?
 - o Yes - (disqualifying)
 - o No
6. * Are you requesting consideration through the Alternative Hiring Process and have you received an approved Certificate of Disability?
 - o Yes
 - o No
7. * Describe your experience with appraisal processes and procedures. Include years, specific types of appraisals, and any experience with ad valorem property appraisals.

(Open Ended Question)
8. * Describe your experience with the development and review of assessment ratio studies. Include years.

(Open Ended Question)
9. * Describe your experience with mass appraisal processes and procedures related to the classification, valuation, and taxation of property. Include years.

(Open Ended Question)
10. * Describe your experience researching, analyzing, and resolving complex issues, and presenting findings. Include years.

(Open Ended Question)
11. * Please rate your level of proficiency with Microsoft Word and Excel (novice, beginner, intermediate, or advanced) and describe why you chose your rating for each.

(Open Ended Question)

12. * Do you have a valid driver's license and the ability to travel within the state, occasionally overnight?
- o Yes
 - o No
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Visual Race-Gender/Screening Sheet
