



GLOUCESTER COUNTY
invites applications for the position of:

Real Estate Analyst I

SALARY: \$48,799 +/- DOQ

OPENING DATE: 12/13/2022

CLOSING DATE: Open Until Filled

Description:

Under general supervision, performs professional and technical real estate analysis work assisting in the management of county-wide computer assisted mass appraisal system (CAMA) and departmental databases. Assists with maintaining guidelines necessary to produce accurate and equitable residential, commercial, agricultural, industrial and tax-exempt property values throughout the County. Employee must exercise initiative and independent judgment in completing job duties. Employee must also exercise tact and courtesy in frequent contact with property owners, contractors and the general public. Reports to the Real Estate Manager.

Required Knowledge, Skills, and Abilities:

Thorough knowledge of principles, practices and techniques used in real property appraisal work.

Thorough knowledge of current construction costs, including building materials and land values.

Qualifications:

Possession of a Bachelor's degree in real estate, business administration, public administration, or a related field of study.

Minimum of three (3) years of real estate assessment and/or appraisal experience; experience administering a computer based CAMA system; and experience with ArcGIS Systems and reporting software such as SQL Report Server.

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements:

Possession of a valid driver's license.

Must be available to work flexible hours and/or extended hours to meet deadlines and during extremely busy times.

Completion of the following IAAO (International Association of Assessing Officers) courses is required within 2 years of employment in the position:

- Course 101 – Fundamentals of Real Property Appraisal
- Course 102 – Income Approach to Valuation
- Workshop 171 Standards of Professional Practices and Ethics or Workshop 151 Uniform Standards of Professional Appraisal Practice
- Course 201 – Appraisal of Land
- Course 400 – Assessment Administration

Or equivalent course(s) through other Virginia approved continuing education provider.

To be considered for this position, your online application must include your cover letter and resume. A minimum of 3 professional references must be listed on the application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace