

Hanover County Government
Assessor's Office
Real Estate Appraiser (CD)
Salary: \$48,4002.00 - \$70,000.00 Annually

Entry level starts at \$48,402.00. Salary will commensurate at the appropriate level based on additional years of experience and certifications per the career ladder. Opportunities for a fixed Flex Schedule.

General Description: This is a paraprofessional position that performs complex technical tasks in order to determine the value of Real Estate.

Organization: The Real Estate Appraiser is part of Hanover's Career Development Program (CD). The Appraiser Ladder has four levels ranging from Real Estate Appraiser I to Senior Real Estate Appraiser. Incumbents report to the Director of Real Estate Assessments and supervise no staff. Senior level Appraisers may provide workflow guidance to lower level Appraisers.

Essential Functions:

- Performs valuation of residential, commercial and/or industrial properties using the appropriate approach to value.
- Performs field inspections to verify data on existing properties or to measure and collect data on new structures.
- Review and interpret building plans, site plans, plats and deed research as needed.
- Provides customer service to citizens by addressing inquires and concerns related to property valuations and property assessment.
- Ability to access and enter data into relevant software packages.
- Collects, produces and analyzes statistical and market data in order to identify economic factors impacting property valuation.

Working Conditions:

- A. Hazards
 - Conditions – Potential danger around construction sites
- B. Environment
 - Office
 - Field
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Extensive knowledge of the appraisal field, construction practices and of building and land values is required. Must be computer literate. Familiarity with Appraisal software, desired. Ability to communicate effectively –both orally and in writing- required. Must be able to interpret information to determine property values.

Education, Experience and Training: Associate's degree in real estate or business for a level III or Bachelor's degree in real estate or business preferred for Senior level. Four (4) years' experience for a level III, or six (6) years' experience for Senior level, in the appraisal of real estate, preferably for tax assessment. – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Work beyond normal work schedule
- Real Estate License or IAAO Coursework required at Level III
- Professional Designation and License or IAAO Coursework required at the Senior level.
- Twelve-month probationary period

For more information or to apply for this position, please visit our career site at:

www.hanovercountyjobs.com