

Real Estate Appraiser I/II/III

\$48,903 - \$60,011 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Real Estate Assessment Division seeks an individual to perform responsible work assembling, evaluating, and analyzing information about property values and using this information to produce uniform, accurate appraisals of residential property in conformance with applicable statutes, codes, and standards of professional practice.

There are three levels of Real Estate Appraiser distinguished by the level of work performed and the qualifications of the employee.

Real Estate Appraiser I: \$48,903 / year or higher DOQ

Real Estate Appraiser II: \$52,339 / year or higher DOQ

Real Estate Appraiser III: \$60,011 / year or higher DOQ

Responsibilities:

- Makes field inspections of new and existing residential property to collect data for use in determining tax assessments; responds to inquiries concerning appraisals.
- Interviews persons familiar with property; collects appropriate data by searching public records of sales, leases, assessments, and other transactions to determine proper value.
- Collects and analyzes information from a variety of sources and applies the analysis in the assessment of routine residential property; analysis may include ratio studies, statistical or sales analysis, or other analytical techniques, as needed.
- Appraises property manually or with the use of a CAMA System.
- Prepares written or oral reports to defend real estate assessments before the Board of Equalization.
- (Real Estate Appraiser I/II/III) Analyzes assessments for equity, identifying value trends and applying the results to appraisal problems; performs valuations of multi-family, commercial and industrial real property; provides analytical and technical assistance to other staff members.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; satisfactory completion of International Association of Assessing Officers (IAAO) courses 101 and 102.
- Must possess or obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; appraising principles, methods, practices, and techniques; applicable federal, state, and County laws, codes, and procedures; social, economic, and political trends on property values.
- Skill in use of computer software, especially Microsoft Office Suite and GIS applications; and collecting and assembling data.
- Ability to plan a logical approach to an appraisal problem; think logically, analyze and evaluate data, and reach sound conclusions; communicate effectively, both orally and in writing; establish and maintain effective working relations with other employees, County officials, and the public; write clear and concise reports; perform accurate, basic mathematical calculations.

[Click here](#) for full job description. Accepting applications until the position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be

considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>