



## Prince George County, Virginia Real Estate Assessor

<b>SALARY</b>	\$102,621.00 - \$164,194.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	REA032024
<b>DEPARTMENT</b>	Real Estate Assessor's Office	<b>OPENING DATE</b>	03/19/2024
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County is seeking a Real Estate Assessor to direct the day-to-day operation of the Real Estate Assessment Department. Individual will perform complex professional and administrative work in planning, organizing, and directing the comprehensive assessment and reassessment of real properties using standardized procedures and regular statistical testing. Work also includes management and supervision of professional, technical, administrative and support staff.

Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact and courtesy when in contact with public officials, developers, contractors, and the general public. Work is performed under general supervision. Supervision is exercised over all department staff.

For the complete job description, click [here \(Download PDF reader\)](#).

### Qualification Requirements

Successful candidate must have comprehensive knowledge of the modern principles and practices of real property assessment, particularly mass appraisals; comprehensive knowledge of the methods and modern techniques of appraising real property; thorough knowledge of laws, rules and regulations covering real property appraisal and assessment, including the State Land Evaluation Advisory Council (SLEAC) regulations, the Uniform Standards for Professional Appraisal Practice (USPAP) and the Assessment Standards of the International Association of Assessing Officers (IAAO); coordinating the proper designation and valuation of land uses through knowledge of land use taxation laws; ability to interpret laws and ordinances; thorough knowledge of modern building construction practices and building materials; ability to analyze factors which would tend to influence the value of property and to exercise sound judgement in the determination of property values; ability to prepare well-written, clear and concise reports; knowledge of basic research techniques and statistical analysis; ability to establish and maintain effective working relationships with other governmental officials and the general public; skilled in workforce planning, goal-setting, management, counseling, coaching, mentoring, and evaluating; ability to professionally defend appraisals to property owners, the Board of Equalization, and the Courts, as necessary.

### Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, economics or related field and extensive experience in the management of real estate assessment operations. A minimum of ten (10) years of real estate assessment work experience for a Virginia locality, or

equivalent, preferably including some supervisory capacity. A minimum of seven (7) courses from the International Association of Assessing Officers (IAAO), or approved equivalent, to include:

IAAO Course 101: Fundamentals of Real Estate Appraisal

IAAO Course 102: Income Approach Valuation

IAAO Course 112: Income Approach Valuation II

IAAO Course 201: Appraisal of Land

IAAO Course 300: Fundamentals of Mass Appraisal

IAAO Course 311: Residential Modeling Concepts

IAAO Course 400: Mass Appraisal Practices and Procedures

Additionally, a fifteen (15) hour course approved by the Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (USPAP) is required.

Possession of a designation as an assessor from a recognized organization such as the International Association of Assessing Officials (IAAO), or the Appraisal Institute; (examples include, Certified Assessment Evaluator (CAE) or Assessment Administration Specialist (AAS) is preferred.

A Certified General Real Estate Appraisal license issued by the Commonwealth of Virginia, and the ability to be certified by the Tax Commissioner to perform annual reassessments in accordance with the Code of Virginia, Sec. 58.1-3253.

Proficiency in modern CAMA, GIS, Microsoft Office and Database software systems required. Experience with Vision CAMA, ESRI, GIS and SQL Server preferred.

## Additional Information

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

### Agency

Prince George County, Virginia

### Address

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

### Phone

804.722.8669

### Website

<http://www.princegeorgecountyva.gov/>

## Real Estate Assessor Supplemental Questionnaire

### \*QUESTION 1

Describe your experience leading a general reassessment.

### \*QUESTION 2

Describe your experience with mass appraisal processes and procedures related to the classification, valuation, and taxation of property.

### \*QUESTION 3

Please explain your knowledge of CAMA systems and discuss a situation where you have played a key role in developing or improving a mass-appraisal system using CAMA (Vision preferred).

**\*QUESTION 4**

Describe your experience with CAMA modelling (Vision preferred).

**\*QUESTION 5**

What would you consider to be an acceptable coefficient of dispersion for all property types in a county like Prince George?

**\*QUESTION 6**

What is the most widely used measure of appraisal level? How do you calculate it? What does it mean?

\* Required Question