

# Shenandoah County Real Estate Assessor

## Job Summary

The Real Estate Assessor performs assessment of residential and commercial property, monitors growth and appreciation or depreciation of property, provides assessments to all property owners, and responds to questions and requests for the re-evaluation of property assessments.

## Essential Job Functions

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.*

- Administers programs related to real property taxation.
- Develops procedures and standards in the usage of the recognized approaches to appraising real estate; keeps abreast of construction costs and market trends.
- Ensures compliance with all County and State laws pertaining to real property taxation.
- Appraises property and assists and advises appraisers on unusual and difficult appraisals.
- Maintains all records and files; defends assessments to the property owner, Board of Equalization, and the Courts, as necessary.
- Disseminates information to the public, business community, civic groups, governments agencies, and the media.
- Assists taxpayers with questions/problems they may have and try to solve with a better understanding.
- Helps real estate brokers, fee appraisers, bankers, other county departments, and lawyers with questions they may have by phone, fax or email.
- Assists in figuring taxes for lawyers for closing.
- Interacts with surveyors.

## Education and Experience

Requires basic education supplemented with major course work in real estate and appraisal methods, intermediate experience in the appraisal of property, or an equivalent combination of education and experience.

## Licenses or Certifications

None.

The annual starting pay range for this FLSA non-exempt position is **\$41,081.19 to \$47,243.37**, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at [www.shenandoahcountyva.us/administration/employment/](http://www.shenandoahcountyva.us/administration/employment/), or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to [jobs@shenandoahcountyva.us](mailto:jobs@shenandoahcountyva.us).

This position is open until filled with a first review date of April 22, 2024.

**To view a complete job description, please [Click Here](#)**

**To complete an Application, please [Click Here](#)**

***Shenandoah County is an Equal Opportunity Employer***