

City of Salem, VA

Senior Real Estate Appraiser

Pay Range: \$56,413.08-\$90,260.92

Performs difficult skilled technical work appraising, assessing, and reassessing real property for tax purposes, assisting citizens with property appraisal and tax matters, and related work as apparent or assigned. Work is performed under the general direction of the City Assessor.

Essential Functions

- Performs field appraisals and door to door inspections of residential and commercial real estate; gathers data on real property for assessment and revaluation for tax purposes.
- Takes measurements of buildings, updates sketches and photographs, collects data relative to number of rooms, type of construction, age and other conditions affecting values, makes calculations and applies such data to appraisals of specific buildings.
- Analyzes land values and sales data within the district and City; analyzes current data to determine market value of assigned neighborhoods; formulates cost analyses and sales ratios; calculates and determines an equitable value.
- Collects data and other pertinent facts for valuation operation; obtains parcel information for deed transfers from land use applications; collects pertinent data from building construction plans and Multiple Listing Services.
- Interviews persons familiar with property, inspects property, searches public records of sales, leases, assessments and other transactions to determine proper value.
- Conducts informal and formal public hearings to allow property owners to appeal the value of their property; provides data to Board of Equalization to substantiate current assessment values during their hearings.
- Reviews new plats to determine if value adjustments need to be made based on changes to property characteristics which include acreage changes, zoning changes, and relocation of improvements.
- Reviews all real estate ownership transfers for quality control including wills, grantors, grantees, instrument types, consideration, legal descriptions, or metes and bounds descriptions.
- Prepares, updates, and maintains a variety of logs, records, and databases; prepares and mails customer value change letters with regards to site improvements.

- Receives and responds to inquiries; supports, resolves, and answers customer questions with regards to value changes, appraisals, plats, deeds, and tax matters.
- Participates in a variety of in-service training programs, certifications, and re-certifications as required to stay abreast of local property trends, construction activities, and modern appraisal methods and techniques.
- Assists in training new employees.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Special Requirements

Possession of Certified General Real Estate Appraiser license upon hire. Valid driver's license in the Commonwealth of Virginia.

Education & Experience

Bachelor's degree with coursework in real estate, or related field and considerable experience conducting residential, multi-family, and/or commercial real estate appraisals, or equivalent combination of education and experience.

Knowledge, Skills, & Abilities

Thorough knowledge of the principles and practices of real estate appraising for assessment purposes; thorough knowledge of building construction practices and of building and land values; general knowledge of the State laws, and ordinances relating to real property assessing; skill in use of tools and equipment involved in assessment activities; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to make arithmetic computations using whole numbers, fractions, and decimals; ability to write clear and concise reports; ability to deal effectively with the public and other employees; ability to work effectively with minimal direction and guidance; ability to establish and maintain effective working relationships with elected officials, associates, engineers, attorneys, realtors, investors, contractors, investors, surveyors, and the general public.

Physical Requirements

\This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting,

climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).