



NEWPORT NEWS, VA

JOB DESCRIPTION
APPRAISER, SENIOR
(COMMERCIAL)
REAL ESTATE ASSESSOR



GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for data collection, market analysis, and valuation of all new and existing commercial real properties, utilizing cost, sales comparison or income capitalization approaches to determine assessments. Reports to an Appraiser Supervisor or the City Assessor.

ESSENTIAL JOB FUNCTIONS

Researches, inspects and appraises real property to include industrial and commercial sites; conducts field inspections; takes measurements of buildings and collects data relative to number of rooms, type of construction, age, and other conditions affecting values; makes calculations and applies to appraisals.

Collects data relative to land valuations; reviews plats, surveys and maps to determine land attributes and applies in appraising specific parcels of land; and reviews financial data related to the appraisal of real property, including sales analysis, market trend studies, income and expense analysis and replacement costs. Searches public records to evaluate property and determine appropriate value.

Interviews persons familiar with property; inspects property.

Reviews building permits for new construction, additions and alterations; reviews and evaluates drawings and plans to determine quality of construction. Inspects new commercial construction and major improvements to existing structures. Uses current technology to collect, enter and process field data.

Writes appraisal reports; develops and writes detailed reports and spreadsheets, summaries, correspondence, and position papers and makes presentations as required; participates in the hearing of appeals and requests for changes in valuations; may make reappraisals in connection with hearings.

Keeps abreast of local property trends and of modern appraisal methods and techniques. Assists in developing, updating, and maintaining commercial property valuation models.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Real Estate Appraisal** - Thorough knowledge of the principals, practices, methods, and techniques of appraising and assessing real estate, building construction practices, techniques and procedures, to include understanding building construction plans and specifications.
- **Customer Service** - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- **Judgment/Decision Making** - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with city officials, community and business groups, private sector businesses, employees, managers, citizens and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- **Time Management** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- **Communication** - Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner. Excellent ability to read and interpret a variety of job specific plans, codes, specifications, regulations and standards; to interpret and explain complex policies, standards and regulations and to perform research and compile data and to prepare and present information effectively in verbal, written and graphic form.
- **Financial Management** - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Business, Real Estate or related field with 5-7 years of experience in commercial and industrial appraisals and Appraisal Institute coursework in Appraisal Principles, Appraisal Procedures, Residential Case Studies, General Appraiser Income Approach, Part 1 or equivalent, or an equivalent combination of education and experience.

Virginia Real Estate Appraisal license desired.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check. Requires a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, weather, fumes, temperature and noise extremes, traffic hazards, animal/wildlife attacks, or rude/irate customers.