



NEWPORT NEWS, VA

JOB DESCRIPTION
APPRAISER
(RESIDENTIAL)
REAL ESTATE ASSESSOR



GENERAL STATEMENT OF RESPONSIBILITIES

Under close to general supervision, this position is responsible for the appraisal of real property for assessment purposes. Reports to an Appraiser Supervisor.

There are four (4) levels of Appraiser distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Researches, inspects and appraises real property to include residential, industrial and commercial; 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.

Interviews persons familiar with property; inspects property; searches public records for sales, leases, assessments, and other transactions to evaluate property and to determine proper value.

Reviews building permits for new construction, additions and alterations; reviews and evaluates drawings and plans to determine quality of construction.

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.

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 - 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

Appraiser I: A Bachelor's Degree in Business, Real Estate or related field or an equivalent combination of education and experience.

Appraiser II: A Bachelor's Degree in Business, Real Estate or related field with 1-2 years' experience in appraisal of residential properties and coursework in Appraisal Principles, Appraisal Procedures, and Residential Case Studies, or an equivalent combination of education and experience.

Appraiser III: A Bachelor's Degree in Business, Real Estate or related field with 5 years of real estate appraisal experience and Appraisal Institute courses including Appraisal Principles, Appraisal Procedures and Residential Case Studies, IAAO Income Approach to Valuation and Commercial/Industrial Modeling Concepts, or an equivalent combination of education and

experience. Note: Three (3) years of real estate appraisal experience will meet requirements if additional General Appraiser Income Approach-Parts 1 & 2 coursework has been completed.

Appraiser, Senior (Residential): A Bachelor's Degree in Business, Real Estate or related field with 7 years of real estate appraisal experience and Appraisal Institute courses including Appraisal Principles, Appraisal Procedures, Residential Case Studies, IAAO Income Approach to Valuation, Commercial/Industrial Modeling Concepts or an equivalent combination of education and experience. Note: Five (5) years of real estate appraisal experience will meet requirements if General Income Approach-Parts 1 & 2 and Advanced Income Capitalization coursework has been completed.

Virginia Real Estate Appraisal license desired at all levels.

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.