



SENIOR PROPERTY APPRAISER

General Statement of Duties

Performs difficult, skilled technical in the appraising of land, residential, commercial and industrial buildings and improvements for tax assessment purposes.

Distinguishing Features of the Class

An employee in this class is responsible for performing and supervising the revaluation and appraisal of residential and commercial real estate and related property for tax purposes and/or the preparation and maintenance of data bases, records and files. The employee assists with tracking sales and with the Revenue Sales Ration Study and establishing schedules of values; trains and supervises office staff; participates in revaluation processes; and appraises new construction and establishes values. Work includes appraising or revaluing more complex commercial and industrial properties. Work involves heavy public contact and may involve controversial and appealable decisions. Work is performed under general supervision of the Assistant Tax Administrator and evaluated through periodic conferences, quality of work, review of records and documents and feedback from citizens.

Duties and Responsibilities

Essential Job Functions

- Assists with tracking sales for Revenue Sales Ration studies; assists in presenting cases to the Board of Equalization and Review; processes TR1 and 2 and other reports for the Department.
- Serves as Master Security Officer (MSO) for ACS Computer Aided Mass Appraisal (CAMA) software.
- Defends values before the Board of Equalization and Review; acts as a witness in cases before the North Carolina Property Tax Commission; prepares necessary documents in support of assessments.
- Assists in the administration of the Present-Use Valuation program; administers the Working Waterfront Present-Use valuation program.
- Serves as Field Administrator for the Field Inspection Tracking System software.
- Supervises other appraisal or customer service staff; trains new staff; reviews work; may participate in the hiring process; provides performance coaching and evaluation.
- Insures that records, reports, photograph files, and appraisals are accurate and prepared in a timely manner.
- Assists the Assistant Tax Administrator in the organizing, planning and supervision of the County revaluation project.

- Develops the schedule of values.
- Develops and conducts studies to collect data to be used in the development of the schedule of values.
- Performs the more complex appraisals and revaluations for commercial and industrial properties.
- Obtains building permits to identify land, residences and commercial structures which need to be appraised; obtains current map of property; goes to location and reviews and obtains measurements for evaluation purposes; performs drawings or calculations; assigns grades to quality of work; generates building sketches and completes property record data.
- Enters appraisal data into computer system; uses GIS and other computer systems to assist with appraisal activities.
- Generates values on properties for the County including commercial, industrial, and residential properties; calculates new effective ages for renovation, additions or remodeling.
- Communicates with property owners during and after the appraisal processes; answers questions from citizens about appraisal issues in the field and in the office; schedules site visits and reviews as requested.
- Audits land use files to maintain integrity of the appraisal database.
- Keeps current with property values, real estate information, and other data relating to the duties; assists fee appraisers find comparable values in the County.
- Reviews sales data obtained from the Multiple Listing Service (MLS).
- Provides information to support staff for entry of information into the computer.
- Prepares rollbacks of property no longer qualifying for exemptions.
- Compiles data for Chief Appraiser; conducts sampling and statistical projections of property values and for other special projects.

Additional Duties:

- Assists with the listing processes during heavy office seasons.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Through knowledge of the North Carolina Machinery Act and other laws governing the administration of tax on real estate and related property.
- Thorough knowledge of the procedures and standards for appraising residential, commercial, and industrial properties.
- Considerable knowledge of current construction costs and materials, current property values, and future real estate and property issues.
- Considerable knowledge of the application of information technology to property appraisal and revaluation.

- General knowledge of the geographic layout of the County.
- General knowledge of the tax listing procedures.
- General knowledge of supervisory principles and practices.
- General knowledge of the County's personnel, purchasing and budgeting policies and procedures.
- Ability to read and interpret land descriptions and tax maps; to sketch construction projects; to use various types of maps.
- Ability to make computations accurately based on fair market value and the available data base.
- Ability to understand and use various computer applications in the appraisal process and in the data base applications.
- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.

Physical Requirements

- Work requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires standard vision requirements.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operating machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to outside environmental conditions.
- Work is performed in a moderately noisy environment (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Graduation from high school supplemented by specialized course work in business, real estate or appraisal and considerable experience in real estate appraisal or property valuation; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license upon hire.
- Possession of N.C. Ad Valorem Tax Appraiser Certification upon hire.
- Obtain N.C. Assessing Officer's Designation within two years of employment.

Obtain Uniform Standards of Professional Appraisal Practice Certification within two years of employment.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.