

**APPRAISER**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Tax

**REPORTS TO:** Appraisal Supervisor

**CLASS SUMMARY**

Performs field and office work to appraise property using approved schedules, standards and rules which apply to mass appraisal for property tax purposes.

**DISTINGUISHING CHARACTERISTICS**

The Appraiser is the first level of a two level appraisal series. The Appraiser is distinguished from the Appraisal Supervisor who has full supervisory authority over Appraisers and manages the Appraisal unit

**TYPICAL CLASS ESSENTIAL DUTIES**

- Appraises completed commercial, industrial, and residential buildings and those under construction including: verifying and measuring improvements; verifying elements necessary for establishing value; and utilizing mass appraisal software and appropriate guides to estimate value.
- Meets with property owners and explains appraisal and ad valorem tax process.
- Assists with training of new appraisers.
- Investigates and verifies value of land sold by examining recorded documents and contacting, buyers, sellers, and attorneys as necessary. Prices land splits.
- Conducts periodic audits on property valuations and grants abatements for errors in assessments and investigates improvements as necessary.
- Makes recommendations to Board of Equalization and Review.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Standards of Appraisal and Assessment under NC Machinery Act;
- New Hanover County geography;
- Construction methods and materials.

Skill in:

- Reading maps;
- Estimating property and construction values using established guidelines;
- Using a computer and related software applications;
- Driving a vehicle;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## **APPRAISER**

### **TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED), supplemented by either of the following: 1 year experience as a county tax appraiser; or 1 year experience in a revaluation firm coordinating projects or assigning grades, conditions and effective age; or completion of residential and commercial appraisal courses (R-1, R-2, R-3 and G-1) plus 18 months experience as a fee appraiser having completed 100 appraisals.

This is a broad class. Some positions may require demonstrated working knowledge of commercial appraisals through experience or coursework.

### **LICENSING/CERTIFICATION**

- NC Department of Revenue certification as a Real Property Appraiser within 1 year of employment
- Valid NC Driver's License

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R10/01; R12/01; R5/03