

APPRAISAL SUPERVISOR

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:** Tax Administrator**CLASS SUMMARY**

Manages the activities of the appraisal unit to assure that real property appraisals comply with established legal requirements and professional standards.

DISTINGUISHING CHARACTERISTICS

The Appraisal Supervisor is the second level of a two level appraisal series. The Appraisal Supervisor is distinguished from the Appraiser by its responsibility for managing the Appraisal unit.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Establishes and implements policies and procedures for operation of the Appraisal Section.
- Responds to inquiries from public about assessment and appraisal problems and seeks appropriate resolutions.
- Establishes and implements policies and procedures for land splits.
- Prepares defenses and appeals of assessments for presentation before the County Board of Equalization and Review and the State Property Tax Commission.
- 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;
- Supervisory and management principles;
- Mass and standard appraisal processes;
- County policies and procedures.

Skill in:

- Reading maps;
- Estimating property and construction values using established guidelines;
- Using a computer and related software applications;
- Driving a vehicle;
- Supervising and evaluating employees;
- Preparing and making presentations;
- 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.

TRAINING AND EXPERIENCE

Bachelor's Degree in Business Administration or related field and five years of mass appraisal experience, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

APPRAISAL SUPERVISOR

LICENSING/CERTIFICATION

- NC Department of Revenue certification as a Real Property Appraiser;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R5/03