



POSITION TITLE: APPRAISER I

CLASS DESCRIPTION, 2019

POSITION NUMBER:

STATUS: NON-EXEMPT

JOB FAMILY:

### GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is identify, locate, evaluate, and appraise real property within the County for tax purposes by means of building permits, assessment appeals, and comparable sales. Employees in this classification perform technical appraisal work. Position is responsible for measuring, calculating, and evaluating new construction; visiting properties for permits, inspections, and appeals; identifying and locating property. Performs related work as required. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.**

Identifies properties to be reviewed from land card records; locates properties on tax maps.

Visits and inspects properties for building permits and appeals; makes on-site inspections of erosion and soils, wetlands, and demolition sites.

Makes property evaluations; records size, quality, and condition in detail; measures, calculates, and evaluates new construction.

Maintains and coordinates building permit files.

Discusses and explains assessments changes in value with property owners; reads deeds and wills to keep current property ownership up to date.

Reads survey plats to determine partials and new subdivisions throughout the County; maps in partial lots and new subdivisions on the County tax maps; maintains current land and building schedules.

Maintains and updates comparable sales data.

Assists Realtors, appraisers, and surveyors in gathering information for their respective work.

Reads and analyzes building blueprints and site locations; takes photographs of buildings and land.

Supervises the maintenance of departmental vehicles.

Prepares reports of inspections; documents findings on land cards and computer records.

#### MARGINAL FUNCTIONS

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Responds to inquiries via phone, fax or email; makes copies, faxes documents; enters data.

Performs the calculations required to convert field data collected into a final valuation/ assessment.

Highlights tax maps in conjunction with current building construction or property ownership changes.

Files land cards.

*The County of Accomack is committed to a diverse and inclusive workplace*

May assist in training new department staff.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by vocational/technical training in real estate, real estate law, ethics and business; supplemented by three (3) to five (5) years previous experience and/or training that includes real estate, market analysis or real estate law; or an equivalent combination of education, training, and experience.

**PREFERRED TRAINING AND EXPERIENCE**

Associate’s degree or higher in business, or related field; supplemented by vocational/technical training and/or three (3) to five (5) years previous experience that includes market analysis, real estate, real estate law, ethics and business; or an equivalent combination of education, training, and experience and Microsoft Office Suite proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret maps and blueprints accurately.
- Ability to use mathematical functions accurately.
- Ability to communicate with the community and co-workers in a professional and understandable manner by way of verbal and written communications.
- Ability to organize and prioritize to meet deadlines.
- Knowledge of reading and interpreting documents such as deeds, building permits, etc.
- Knowledge of filing systems.
- Knowledge of document preparation.
- Knowledge of Microsoft Office; Word, Excel and/or Outlook.
- Knowledge of a Computer Assisted Mass Appraisal (CAMA) system.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

**PHYSICAL DEMANDS**

Physical Strength for this position is indicated below with an “X”

<u>Sedentary</u>	<u>Light</u> <u>X</u>	<u>Medium</u>	<u>Heavy</u>	<u>Very Heavy</u>
<u>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</u>	<u>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</u>	<u>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</u>	<u>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</u>	<u>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</u>

Physical Demands for this position are indicated below:

<u>C</u> Continuously 2/3 or more of the time.	<u>F</u> Frequently From 1/3 to 2/3 of the time.	<u>O</u> Occasionally Up to 1/3 of the time.	<u>R</u> Rarely Less than 1 hour per week.	<u>N</u> Never Never occurs.	<u>D</u> Daily	<u>W</u> Several Times Per Week	<u>M</u> Several Times Per Month	<u>S</u> Seasonally	<u>N/A</u> Not Applicable

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<u>-Physical Demand-</u>	<u>-Frequency-</u>	<u>-Brief Description-</u>
<u>Standing</u>	<u>D</u>	<u>Completing property evaluations, Communicating with co-workers, Communicating with the community</u>
<u>Sitting</u>	<u>D</u>	<u>Automobile, Desk work, Meetings</u>
<u>Walking</u>	<u>F</u>	<u>To other departments, Offices, Completing property evaluations</u>
<u>Lifting</u>	<u>O</u>	<u>Supplies, Equipment</u>
<u>Carrying</u>	<u>D</u>	<u>Supplies, Equipment</u>
<u>Pushing/Pulling</u>	<u>O</u>	<u>Equipment, Tables and Chairs</u>
<u>Reaching</u>	<u>F</u>	<u>For supplies, Equipment, Maps</u>
<u>Fine Dexterity</u>	<u>C</u>	<u>Computer Keyboard, Telephone pad, Mobile Device pad, Digital Camera</u>
<u>Kneeling</u>	<u>O</u>	
<u>Crouching</u>	<u>O</u>	
<u>Crawling</u>	<u>R</u>	
<u>Bending</u>	<u>R</u>	<u>Filing in lower drawers, Retrieving items from lower shelves/ground, Completing property evaluations</u>
<u>Twisting</u>	<u>R</u>	
<u>Climbing</u>	<u>R</u>	
<u>Balancing</u>	<u>R</u>	
<u>Vision</u>	<u>C</u>	<u>Reading, Computer screen, Driving</u>
<u>Hearing</u>	<u>C</u>	<u>Communicating via telephone/radio, to co-workers/public</u>
<u>Talking</u>	<u>C</u>	<u>Communicating via telephone/headset, to co-workers/public</u>
<u>Foot Controls</u>	<u>W</u>	<u>Driving</u>
<u>Other (specified if applicable)</u>	<u>N/A</u>	<u>N/A</u>

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:**

PC, Printers, Scanners, Microsoft Office Suite, Outlook(email), Adobe Acrobat, IT Supported Software and Tools, Internet Browsers, Digital Camera.

**ENVIRONMENTAL FACTORS:**

<u>C</u> <u>Continuously</u>	<u>F</u> <u>Frequently</u>	<u>O</u> <u>Occasionally</u>	<u>R</u> <u>Rarely</u>	<u>N</u> <u>Never</u>	<u>D</u> <u>Daily</u>	<u>W</u> <u>Several Times Per Week</u>	<u>M</u> <u>Several Times Per Month</u>	<u>S</u> <u>Seasonally</u>	<u>N</u> <u>Never</u>
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<u>-Health and Safety Factors-</u>	
<u>Mechanical Hazards</u>	<u>N</u>
<u>Chemical Hazards</u>	<u>N</u>
<u>Electrical Hazards</u>	<u>R</u>
<u>Fire Hazards</u>	<u>R</u>
<u>Explosives</u>	<u>N</u>
<u>Communicable Diseases</u>	<u>N</u>
<u>Physical Danger or Abuse</u>	<u>R</u>
<u>Other</u>	<u>N/A</u>

<u>-Environmental Factors-</u>	
<u>Respiratory Hazards</u>	<u>N</u>
<u>Extreme Temperatures</u>	<u>S</u>
<u>Noise and Vibration</u>	<u>O</u>
<u>Wetness/Humidity</u>	<u>O</u>
<u>Physical Hazards</u>	<u>R</u>

**NON-PHYSICAL DEMANDS:**

<u>F</u> <u>Frequently</u> From 1/3 to 2/3 of the time	<u>O</u> <u>Occasionally</u> Up to 1/3 of the time	<u>R</u> <u>Rarely</u> Less than 1 hour per week	<u>N</u> <u>Never</u> Never occurs	<u>N/A</u> Not Applicable
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<u>-Description of Non-Physical Demands-</u>	<u>-Frequency-</u>
<u>Time Pressure</u>	<u>F</u>
<u>Emergency Situation</u>	<u>R</u>
<u>Frequent Change of Tasks</u>	<u>F</u>
<u>Irregular Work Schedule/Overtime</u>	<u>R</u>
<u>Performing Multiple Tasks Simultaneously</u>	<u>F</u>
<u>Working Closely with Others as Part of a Team</u>	<u>F</u>
<u>Tedious or Exacting Work</u>	<u>O</u>
<u>Noisy/Distracting Environment</u>	<u>O</u>
<u>Other</u>	<u>N/A</u>

**PRIMARY WORK LOCATION:**

<u>Office Environment</u>	<u>X</u>	<u>Vehicle – Fieldwork</u>	<u>X</u>
<u>Warehouse</u>		<u>Outdoors</u>	
<u>Shop</u>		<u>Other</u>	
<u>Recreation/Neighborhood Center</u>			

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.