



## PRINCE GEORGE COUNTY, VIRGINIA

October 2020

### REAL ESTATE APPRAISER I

*FLSA Status: Non-Exempt*

#### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs entry-level paraprofessional work in the appraising of less complex residential and acreage-types of real property for assessment purposes; does related work as required. Work is performed under close supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

#### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

##### **Conducting field data collection and less-complex appraisal work; creating and maintaining computerized files and records; assisting the public with real estate appraisal questions.**

Makes field appraisals of real estate and answers inquiries concerning appraisals;

Collects data; sketches houses from architectural drawings filed with Building Official; conducts field checks on dimensions; notes quality of construction and condition of improvements; enters into CAMA System;

Assists with market review of sales ratio data for benchmark studies of all property classes and types;

Reviews residential new construction, acreage changes/splits;

Creates, maintains and runs reports for statistical analysis;

Assists in the preparation of cases for the Board of Equalization, as needed;

Assists in researching and developing Residential valuation models for both land and improvements;

Assists in maintaining and inputting valuation models in CAMA system;

Assists in Commercial property valuation research; Assists with maintenance of assessment appeal database;

Assists with maintenance of building permit database;

Assists public with information requests on property ownership, value, legal description, purchase price and date of purchase;

Assists with appeals research; reviews records; contacts owner; visits property and updates records; checks comparable assessments and sales; recommends adjustment in value as needed;

Collects data relative to land valuations and applies such data in appraising specific parcels of land;

Keeps abreast of local property trends of modern appraisal methods and techniques;

Trains for damage assessment duty in preparation for a disaster;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the practices of real estate appraising for assessment purposes; some knowledge of building and land values; some knowledge of the State laws, charter provisions and County ordinances relating to real property assessing; some knowledge of the Uniform Standards of Professional Appraisal Practice (USPAP); ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to deal effectively with the general public and associates. Ability to use a computer and be trained in CAMA software and the ability to maintain CAMA databases.

A minimum of two (2) years of real estate appraisal work experience or one (1) year of real estate assessment work experience for a Virginia locality, or equivalent. A minimum of one (1) course from the International Association of Assessing Officers (IAAO), or approved equivalent, to include IAAO Course 101: Fundamentals of Real Estate Appraisal

EDUCATION AND EXPERIENCE:

Graduation from high school and two (2) years of real property appraisal experience; or, graduation from college, preferably with courses in real estate appraisal; or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.