



COUNTY OF YORK JOB DESCRIPTION
Real Estate Appraiser
Real Estate Assessment Division
County Administration

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for performing technical work appraising less complex land and residential buildings in York County. Work involves gathering property assessment data at owner premises, verifying data against previously recorded data, and recording discrepancies. Employee is responsible for contacting property owners; and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the assessed value. Work is performed under general supervision of the Assessor.

ESSENTIAL JOB FUNCTIONS

Appraises, reviews and recommends values for less complex land, residential buildings and building improvements; determines exterior and interior dimensions of buildings, including the foundation, exterior walls, type of roofing, number of rooms, basement area, interior finish, type of insulation, type of heating and air conditioning, and type of fireplace; determines economic, functional and physical depreciation of the structure; and determines the grade of the structure according to a predetermined scale.

Collects, compiles and extracts market data from a common database. Reviews and analyzes market trends specific to real property transfer located in the County of York, Virginia.

Certifies real property transfers (sales) for validity and defining specific markets within the County of York, Virginia. Defines and describes neighborhoods and their physical boundaries based on qualified sales.

Conducts informal and formal hearings on proposed assessments contested by property owners to determine accuracy of proposed assessments. Prepares documentation and appears before the Board of Equalization to explain and defend real property assessments challenged by the property owners or representative.

Inputs data about building and land characteristics into computer software program. Utilizes the geographic information system (GIS) to locate parcels, review topography and validate zoning. Enters factors and values into the software application tables of the mass appraisal system that broadcast and apply recommendations to all parcels within a given geographic area.

Studies building plans, information pertaining to sales, and specifications to obtain data regarding size, type of construction and other factors which affect property value.

Confers with County departments and property owners to obtain information and/or explain property assessment methods, procedures, techniques, values, etc.; presents materials concerning

assessments to the Board of Equalization; resolves taxpayer complaints. Must be able to provide credible testimony in a court of law.

Prepares and maintains computerized records of property assessment activities using the CAMA system; applies derived CAMA factors in order to produce assessments, maintain equity, and maintain quality control.

Assists in compilation of data for preparation of annual Sales Ratios Study of local and area real property sales market.

Conducts field inspections on parcels to determine topography, shape, location, soil type, use and other factors affecting value.

Researches records of various deeds to gather data are pertaining to real estate sales; reviews maps, plots, building permits, etc., to gather recorded data pertaining to real property.

Attends state sponsored assessment courses and seminars; reviews industry-related literature.

ADDITIONAL JOB FUNCTIONS

Answers telephone and responds to inquiries regarding assessment information.

Prints property record cards.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of real estate assessment principles and practices.

General knowledge of word processing, data base, and spreadsheet software.

Effective communication skills.

Ability to deal tactfully and effectively with property owners, County officials, contractors, and the general public.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in real estate, finance, economics, or a related field, and some (6 months to 1 year) experience in real property appraisal.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including an automobile, tape measures, camera, and office equipment, etc. Work is more physically demanding than typical office jobs. Requires frequent walking and standing while performing appraisal work. Bending and stooping occurs while taking measurements, and there is climbing of stairs, or to reach portions of parcels that are on property with a steep grade. There may be some limited crawling to observe structural items. Carrying of a number of light weight objects (such as tape measure, camera, clipboard, writing tools, measuring wheel, and a cellular phone) occurs while doing appraisals. Reaching over one's head is sometimes needed to clear obstacles when measuring a structure.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak to people to convey or exchange information. Includes receiving instructions, assignments or directions from others.

Language Ability: Requires the ability to read a variety of reports, letters, memos, real property appraisals and assessments, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as tape measures, scales, cameras, and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress or emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____