



COUNTY OF YORK JOB DESCRIPTION
Senior Real Estate Appraiser
Real Estate Division
County Administration & F&MS Department

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
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GENERAL STATEMENT OF JOB

Responsible for appraising all real estate in York County for the purpose of accurate and equitable tax assessments. Appraises land, residential, commercial, and industrial buildings. Gathers property data at each individual parcel; appraises real estate in assigned area of York County to determine the tax obligation of each property owner. Contacts property owners; sketches and photographs structures, determines size, type of construction, grade of materials, quality of workmanship, and other related data needed to appraise each parcel of real estate in York County. Serves as the County's real estate experts, and assists local, state, and federal agencies with real estate related informational needs. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Appraises land, dwellings, commercial and industrial improvements, and easements. Researches records of deeds, plats, zoning maps, water and sewer line maps, building plans and permits, Virginia Department of Transportation plans, topographical maps, soil maps, navigational charts, etc. to obtain information necessary in the appraisal of real estate.

Conducts on-site inspections to determine and verify exterior dimensions of buildings and calculates gross living area and various commercial areas for financial analysis; determines, records, and analyzes the type, material, and quality of component parts of improvements such as foundation, interior and exterior walls, roof, garages, porches, heating and air-conditioning systems, basement area, etc. Determines the physical depreciation of any improvements and develops a market value based on one of the three approaches to value (market comparison, cost, income). Studies building plans, specifications, and residential and commercial site plans to obtain data regarding size, type and quality of construction of improvements to be used in the valuation process. Studies and develops income and expense statements which are used in the income approach to valuation.

Conducts market analyses to include sales ratio study, on a continuing basis, to develop trends in real estate values as directly related to each specific market area (neighborhood or sub-neighborhood).

Prepares and, as necessary, updates property cards for each parcel as distinguished by a "tax map Number" indicating, as applicable for each property, sketch and dimensions of improvements, description of improvements (type, quality and condition), utilities available and present, land area and/or dimensions as available.

SENIOR REAL ESTATE APPRAISER, FY2007 STUDY

Confers with property owners to obtain information and/or explain property appraisal techniques, methods, procedures and property values; meets with those property owners who wish to discuss their "Notice of Change in Assessment".

Administers the land use program and provides assistance to taxpayers on same as needed.

Serves as an expert witness for court as required.

Performs special projects as required such as developing an in-depth appraisal to validate the County's acquisition of easements for sewer.

Performs damage assessment as needed after storms and other disasters.

Represents the County before the Board of Equalization to explain and defend those assessments challenged by taxpayers.

Performs market and property research to develop the Impact Aid submission to the Federal government.

Maintains both Appraiser's license and Real Estate Sales License which allows access to MLS system which is used often in the office.

May train new employees and serve as a lead worker as required.

ADDITIONAL JOB FUNCTIONS

Prepares and maintains records of property assessment activities. Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of real estate principles and practices.

Thorough knowledge of the cost, income, and market methods of appraising property.

Thorough knowledge 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

Bachelor's degree in real estate, finance, or a related field, and 5 years of experience in real property appraisal; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

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, engineer's scale, 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, geometry, descriptive statistics, statistical inference, and statistical theory.

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: _____