
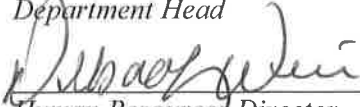


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: SENIOR APPRAISER	PAY GRADE: B24
DEPARTMENT: Assessor REPORTS TO: Chief Appraiser BARGAINING UNIT: N/A	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  _____ <i>Department Head</i>	<u>6-23-14</u> Date
 _____ <i>Human Resources Director</i>	<u>6/24/14</u> Date

I. PURPOSE SUMMARY. Under general supervision, responsible for performing appraisals of residential, commercial, industrial, and multi-family residential property using standard appraisal methods and computer-assisted appraisal systems.

II. ESSENTIAL DUTIES.

1. **Determines land values, geographic or neighborhood influences, and economic impact on real property values.**
 - A. Measures and draws basic property dimensions; collects descriptive and analytical information with respect to area of responsibility and inputs data into computer system; verifies database characteristics; reads maps; collects, analyzes, and verifies real property sales information; performs property appraisal functions and independently inspects property and structures through field visits driving throughout the County; classifies and verifies property characteristics;
2. **Assesses complex land, commercial, industrial, or residential real property.**
 - A. Utilizes accepted assessment techniques, methods, practices and systems.
 - B. Conducts statistical analyses using advanced statistical methods, predictive planning and modeling techniques used in appraising real property.
 - C. Researches governing directives to answer questions and to resolve complex problems encountered.
3. **Responds to property owner concerns and questions related to value.**
 - A. Investigates, determines, and initiates corrections.
 - B. Explains departmental procedures in response to questions raised by the public.
 - C. Defends appraisals formally and informally at protest hearings.
4. **Serves as team leader on special projects.**
 - A. Assigns, directs, evaluates, and trains appraisers in property assessment and appraisal techniques.
 - B. Reviews subordinates' work and checks for correct measurements, calculations and equity.
 - C. Maintains accurate records and files.
 - D. Completes written progress reports to the Chief Appraiser as directed; and is responsible for knowing and abiding by all department and county policies and procedures.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent. Degree in a closely-related field is preferred.

B. Experience. Three years of job real estate appraisal experience (commercial, land, multi-family and residential).

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Must have a valid driver's license. Successful completion of International Association of Assessing Officers (IAAO) Courses I, II, III, and IV preferred. Bilingual (English/Spanish) preferred. Department of Taxation and Revenue accreditation and/or state licensed real Property Appraiser preferred.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass a background and driver's license record checks.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- Appraisal principles and practices of real and personal property including laws, regulations and ordinances affecting the appraisal processes.
- Appraisal standards and principles.
- Business English, spelling, grammar, punctuation, and basic statistical analysis.
- Proper methods to maintain accurate records; modern office practices and procedures.
- Computer and general office equipment operation including word processing, database, and spreadsheet programs.

Skilled in:

- Using necessary computer applications used in the department.
- Applying appraisal principles and techniques to property inspections.
- Reading and interpreting blue prints, maps, property descriptions, sales data, and real estate property contracts.

Ability to:

- Interpret profit and loss statements, income expense reports, and perform costs analysis.
- Communicate effectively both orally in writing.
- Establish and maintain cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets the overall objectives and identifies the resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done such as ways to appraise or review the appraisals of properties with complicated or unusual characteristics.

3. GUIDELINES AND JUDGMENT.

A number of guidelines are available, but may not be completely applicable to the work. Guides include appraisal policies, regulations, and standards, real estate and tax regulations, and other procedures. The guides cover most requirements, problems, circumstances, or data-gathering and analysis techniques used in the appraisal process. Employees use judgment to interpret and adapt the guides and to modify the information available to fit the situation. Appraisal methods and techniques normally applied require some adaptation to the peculiarities of the assignment.

4. PHYSICAL DEMANDS

The employee must be able to communicate effectively both orally and in writing; operate specific office and computer equipment; stand, walk, reach, and possess manual dexterity to handle, feel, or control objects and/or tools. The employee is required to frequently operate a vehicle throughout the County; traverse through rough terrain; stoop, kneel, crouch, crawl, and climb railings on equipment and work on uneven surfaces; and regularly requires long periods of standing or walking. The employee will occasionally lift and move up to 40 pounds. Specific vision requirements for this job are close vision, distance vision, and the ability to adjust focus.

5. WORK ENVIRONMENT.

Essential duties are performed primarily outdoors under various weather conditions and fluctuating temperatures and indoors under temperature controlled conditions. The primary work surface outdoors is subject to wet, dry, or greasy natural ground, uneven rough terrain, landscaped areas, asphalt, and concrete surfaces. The noise level in the work environment outdoors may be loud and indoors is usually moderate. The work regularly involves moderate risks or discomforts associated with visiting construction sites, sites with limited access, or remote areas that require special safety precautions such as wearing protective boots.

6. SUPERVISORY RESPONSIBILITY.

The employee is responsible for his/her own work performed under the general supervision of the Chief Appraiser. At times, the employee may perform the functions of a lead worker.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*