

Classification Title: Senior Appraiser

FLSA Status: Exempt

BRIEF DESCRIPTION: Performs difficult and/or complex appraisals for ad valorem tax purposes. Keeps abreast of all economic trends and defends property values at the local and state level. Provides technical guidance and leadership to the staff in the absence of Appraisal/Collection Manager.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Visits properties and gathers physical and economic information and applies standard techniques to appraise properties according to general statutes by the cost, market and income approaches to value. Revalues land as a result of splits, combinations, new parcels and zoning changes.
2	S	Reviews information supplied by taxpayers and performs analysis to support and defend the values during all levels of appeals.
3	L	Prepares and implements the general revaluation. Analyzes relevant data, determines land rates, income models, building rates and incorporates the results into the schedule of values and applies it to all income producing properties, including land and building.
4	S	Provides information to internal and external customers concerning market and economic trends through reports and research.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Accounting, Business Administration, Finance or related field.
Experience	Four years experience in real or commercial property appraisal.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	North Carolina Department of Revenue – Real Property Appraiser I within one year of employment; Valid driver’s license and “safe” driving record.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Basic
Managerial	Receives Broad Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

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

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, cameras, measuring devices, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	X Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

- (1) Work involves visiting properties in the field.
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat