

Classification Title: Appraiser

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Appraises residential and farm properties, including land and buildings, for ad valorem tax purposes. Visits properties and gathers the necessary information to perform accurate and defensible appraisals. Explains appraisals to taxpayers, analyzes and critiques appraisals submitted externally, resolves conflicts and negotiates changes. Determines the eligibility of property deferments and calculates rollback on deferred taxes.

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	S	Establishes land values and appraises newly created and existing parcels. Analyzes sales data, communicates with property managers, realtors and developers to establish accurate and equitable land values. Performs on-site appraisals for properties and/or vehicles.
2	L	Organizes information for efficient field inspections. Visits sites to collect physical and economic characteristics of property or vehicles. Analyzes data and adjusts values when appropriate and allowed by statute, and adjusts tax bills according to statutory guidelines.
3	L	Verifies information for appeals to determine accuracy of collected data. Works with taxpayers and applies resolutions and analytical remedies for solutions. Negotiates to resolve appeals.
4	S	Works with other appraisers, real estate agents, paralegals and attorneys to answer complex questions, provide data, explain statutes and defend values assigned.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Accounting, Business Administration, Finance or related field.

CLASSIFICATION REQUIREMENTS	
Experience	Two years of 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 and valid driver's license and "safe" driving record.
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Has a supervisory duty over Revaluation staff during the countywide Revaluation.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the 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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X 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:

Tape, rules, computers, printers and related software.

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

- (1) Substantial amount of work involves visiting properties in the field
- (2) Uses personal vehicle to visit properties in the field

PROTECTIVE EQUIPMENT REQUIRED:

None.