

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24675</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Miscellaneous Investigation, Control, and Inspection

**JOB CODE TITLE:** PROPERTY EXAMINER I

**HRIS TITLE:** PRPTY EXAMINER I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for work of considerable difficulty examining forms used by county assessors to determine property values of residential, commercial, agricultural, ranch land and the improvements thereon; approves or disapproves assessors' determination or class of appraisal on veterans', widows and other types of advalorem tax exemption allowances; examines for correctness of value and mechanical errors that may be made in a local assessor's office; physically checks property improvements to see if they have been properly assessed; and performs related work as required.

**EXAMPLES OF DUTIES:** Examines change in valuation notices that come from county assessors' offices, checking for land classification, percentage and improvement values; examines widows' and veterans' certification sheets for possible errors in exemption allowances and either approves or disapproves the exemptions allowed based upon their legal qualification as stated in the Arizona Revised Statutes; makes field examinations of county assessors' records and files, examining for mechanical correctness and helps county assessors effect state-wide valuation and tax uniformity in assessing property; conducts examinations of building permits and other types of documents that indicate improvements in property; examines physically the property and determines if improvements have been made; compares findings with those of the assessors and reports findings to superiors; examines maps and other working records in assessors' offices and does special investigations and audits as directed by supervisor or superior.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** real estate appraisal procedures; the laws governing widows, veterans and other type of property tax exemptions.

**Skill/Ability to:** use tact and good judgment when working with all types of people; communicate verbally and in writing; work with little supervision; maintain confidentiality when working with public and private records.

**SPECIAL SELECTION FACTORS:** May be required at time of appointment: a current Arizona Real Estate Appraiser license appropriate to the assignment.