

CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV97662 |
| Job Class Code: | 700 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 9410 | | |

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| Job Code Established: | 01/01/94 | Effective Date: | |
| Job Code Revised: | 12/22/05 | Effective Date: | 10/01/05 |

JOB CODE SERIES: Right-of-Way and Real Property Series

JOB CODE TITLE: PROPERTY APPRAISER 2

HRIS TITLE: PRPTY APPRAISER 2

CHARACTERISTICS OF THE CLASS: Under general supervision, performs property appraisal work of moderate difficulty in support of agency mission. Uses traditional and/or computer methodologies to value property for ad valorem, right-of-way acquisition or state land valuation purposes and provides recommendations based on appraisal results. Provides quality control of computer generated process and products for land valuation and sales tracking systems as part of agency computer-assisted programs. Provides technical assistance to county assessors to ensure uniform appraisal standards. This is the second level in the four level property appraiser series. At this level, employees perform property appraisals of moderate difficulty. Generally, the supervisor provides assignments and assists the employee with unusual appraisal situations. The employee independently plans and carries out the successive appraisal steps and handles problems and deviations in accordance with instructions, policies, previous training and/or accepted appraisal practices and techniques.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Performs property evaluation appraisals using all acceptable appraisal techniques and following agency standards. Uses traditional and/or computer appraisal methodologies. Valuation assignments may be of operating and real property of public utilities, mines, railroads, communication companies, ranches and/or farms. Compiles and analyzes data taking into consideration all relevant factors according to appraisal industry standards, e.g., construction costs, location, income, replacement costs, capitalization rates, highest and best use, comparable sales data, economic trends, market conditions, etc. Writes appraisal narrative. Provides recommendations on issues and presents alternatives as appropriate to assignment. Works closely with other agency staff, county assessors' offices, property owners and real estate industry representatives in researching property values, property classification, component data, sales transaction information, etc. Provides quality control of computer generated process and products for land valuation and sales tracking systems as part of agency computer-assisted programs. May assist in the training of new appraisers. May serve as an expert witness before governmental and/or judicial bodies.

WORK CONDITIONS: Generally, works in an office environment. Field work can be in residential, commercial, industrial, mining, utility, agricultural, and/or rural locations. Field work may require extended travel and/or walking over rough terrain. May work irregular hours.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: traditional and computer property appraisal policy, procedures, methods and techniques; applicable federal, state, local and agency laws, rules, regulations, policies and procedures; uniform standards affecting appraisal; real estate economic theory; land use

planning; real estate market and trends; mathematics sufficient to perform valuations, sales ratio analysis and other appraisal-related calculations; computer software.

Skill in/Ability to: determine value of property; understand and use a variety of appraisal-related documents including legal descriptions; apply case law and federal, state, local and agency rules, regulations, policies and procedures pertinent to assignment area; establish and maintain effective working relationships; communicate effectively with many types of people; make logical and well-supported recommendations and decisions; prepare clear, accurate and logical appraisal reports; use appropriate computer software; use appraisal-related field and office equipment, e.g., computer, calculator, measuring tapes; instruct others about evaluation methods; work within established deadlines.

KSAs are typically obtained through experience and/or education in:

- Property valuation

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Possession of and ability to maintain valid Arizona driver's license appropriate to assignment may be required. Possession of and ability to maintain a current Arizona Real Estate Appraiser license appropriate to the assignment may be required at the time of appointment.