

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97663
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	06/25/99	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 3

HRIS TITLE: PRPTY APPRAISER 3

CHARACTERISTICS OF THE CLASS: Under general supervision, performs property appraisal and/or related work of considerable 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. Provides recommendations based on appraisal results. Researches and analyzes technical appraisal and assessment literature and laws to produce updated agency training curriculum and guidelines and provides training. Develops computer generated tools and techniques. Leads other appraisers in large or complex appraisal projects. This is the third level in the four level Property Appraiser series. At this level, employees perform difficult and complex assignments. This may include writing narrative appraisal reports for total or partial acquisitions. Generally, the supervisor sets the overall objectives and the employee independently plans and carries out the assignment. The employee generally resolves most issues which arise and coordinates the work with others as necessary while keeping the supervisor informed of progress, potentially controversial matters and/or possible far-reaching implications.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Performs difficult work in traditional or computer-assisted appraisals, preparing property assessments, making land classifications, making land acquisition recommendations and/or equalizing valuations. Uses all acceptable appraisal techniques and follows agency standards. 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 narrative appraisals. Provides recommendations on issues and presents alternatives as appropriate to assignment. Instructs county assessors and appraisers on traditional and computer-assisted appraisal and assessment procedures in classroom and field to ensure uniform appraisal standards. Researches and analyzes technical appraisal and assessment literature and applicable laws. Updates agency training curriculum and guidelines for agency and contracted appraisers and/or county assessors. Reviews training material developed by others to ensure accuracy, consistency and conformity with professional standards. Writes manuals and guidelines for county assessors. Develops computer assisted appraisal tools and techniques. May review others' appraisals for compliance with laws, rules, regulations and professional standards. Leads other appraisers in large or complex appraisal-related projects. May train new employees. May provide expert testimony 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; current real estate market; mathematics sufficient to perform valuations, sales ratio analysis, compute depreciation, and perform other appraisal-related calculations.; computer software; adult training concepts.

Skill in/Ability to: determine value of property; prepare before and after narrative appraisal reports; 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 specific to area of assignment; apply real estate underwriting and risk analysis; analyze economic trends and movements; 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; apply appropriate formulas and calculations; use appraisal-related field and office equipment, e.g., computer, financial calculator, measuring tapes; instruct others about evaluation methods; work within established deadlines; lead other professional staff.

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. May require a current Certified General Real Estate Appraiser license.