

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV97664
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
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 4

HRIS TITLE: PRPTY APPRAISER 4

CHARACTERISTICS OF THE CLASS: Under direction, performs the most difficult agency appraisal-related assignments and/or supervises agency and/or contracted staff completing property appraisal-related assignments and/or review of narrative appraisals. This is the fourth level in a four level series. Generally, employees at this level are considered subject matter experts, take the most complex assignments and/or lead or supervise other professional staff.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Provides technical assistance to board members and hearing officers in deciding all types of property tax appeals. Audits board decisions for statutory compliance. Performs independent review appraisal as a hearing officer on certain property tax appeals. Oversees agency valuation project and/or staff, e.g., automated valuation models, computer-assisted mass appraisal system, property tax assessment for one or more major groupings (mines, utilities, rural, residential, industrial, commercial), agency training and/or certification program, independent professional appraisal services. Plans, directs and coordinates related activities. Assists management in formulating policies and developing procedures for appraising property in assigned area. Mentors staff. Assigns work. Reviews and approves valuations. Ensures accuracy, consistency and use of proper appraisal techniques. Performs administrative duties as related to assignment, e.g., budget preparation and monitoring, performance review, ensuring maintenance of all appropriate records. May provide expert testimony before governmental and/or judicial bodies. May require review of narrative appraisal reports to state and federal standards.

WORK CONDITIONS: Generally, works in an office environment. May perform field work. Field work may require extended travel and/or walking over rough terrain and may be performed in residential, commercial, industrial, mining, utility, agricultural, and/or rural locations. 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; supervisory and/or 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 pertinent 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 all levels within agency, assigned staff, public and private entities and individuals; make logical and well-supported decisions and recommendations; prepare clear, accurate and logical reports; critically review property appraisals and/or training manuals; use appropriate computer software; program and apply appropriate formulas and calculations; use appraisal-related field and office equipment, e.g., computer, financial calculator, measuring tapes; instruct others about evaluation methods. May require ability to supervise other professionals.

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.