

CSC Adopted: September 2001, CSC Revised: _____

Class Title: Real Estate Appraiser III

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages the yearly reassessment of property. Serves as an advisor to fellow appraisers and uses computer software generate statistical data. Monitors the progress of changes to residential properties, manages the integrity of the computer system, and completes taxpayer reviews.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares and performs reassessments by generating sales ratio, characteristics, and various other reports, analyzing data, comparing the area to the current market, determining the proper land to building ratio, making recommendations for reassessment, making any necessary changes, verifying accuracy, and running reports to determine the appropriate degree of equity on a city wide scale.
2	L	Monitors the progress of changes to residential properties by measuring physical changes made and determining the effect they have on the value of the property.
3	S	Manages the integrity of the computer system by recording and verifying the accuracy of building permit information in the database, dealing with security issues, training staff on software applications, and making recommendations for improvements.
4	S	Completes taxpayer reviews by explaining the change in assessments to clients and conducting a sales analysis to determine if any adjustments are necessary.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years experience in Real Estate, and microcomputers.
Certifications and Other Requirements	Valid Driver's License. Advanced courses sanctioned by State or National Appraisal organizations that lead to appraisal certification.
Reading	Work requires the ability to read procedures manuals, software manuals, various reports, trade publications, reference materials, books, correspondences and memorandums including email.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Understanding computing sales ratio, assessment values and standard deviation.
Writing	Work requires the ability to write update standard operating procedures, correspondences and memorandums including email, manuals.
Managerial	Managerial responsibilities include prioritizing deadlines and schedules, projects and activities involving a team effort.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Sketching, measuring, customer service with taxpayer, inspection and examination of property
Sitting	C	Computer, desk work, driving
Walking	F	Inter-office, inspection and examination of property, related field work
Lifting	R	Map books, briefcase, files, property record cards, measuring tools, boxes
Carrying	R	Map books, briefcase, files, property record cards, measuring tools, boxes
Pushing/Pulling	F	File cabinet drawers, measuring device
Reaching	O	Measuring property, answering telephone from desk, filing
Handling	R	Map books, briefcase, files, property record cards, measuring tools, boxes
Fine Dexterity	F	Computer keyboard, calculator, typewriter, writing
Kneeling	F	File cabinet drawers, measuring property
Crouching	F	File cabinet drawers, measuring property
Crawling	N	
Bending	F	File cabinet drawers, measuring property, inspection or examination of property
Twisting	N	
Climbing	O	Stairs, construction areas on offsite or field
Balancing	O	Unfinished stairs at property construction sites
Vision	C	Computer, desk work, filing, reading, viewing/inspection/examination of property, driving, supervision
Hearing	C	Telephone, co-workers, staff, taxpayers, contractors, meetings, presentations, classes, interviewing
Talking	C	Telephone, co-workers, staff, taxpayers, contractors, meetings, presentations, classes, interviewing
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, copy machine, fax machine, telephone, calculator, various measuring tools such as measuring tape, rolling tape, scale rulers, digital camera, motor vehicle, Standard Microsoft Windows and Office software, Proval, SCANSmith, Crystal reporting, H.T.E. GUIISO, Snag It, Rightfax, ArcView, SNA Client

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Construction site, private residences

PROTECTIVE EQUIPMENT REQUIRED:

Seatbelt

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)