

CLASS SPECIFICATION FOR
Real Estate Assessment Director

GENERAL STATEMENT OF DUTIES: Manages and directs the County-wide appraisal of real property for assessment purposes and the maintenance of all accompanying records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position involving the responsibility for the County-wide real estate assessment system. The work is performed under the general supervision of the Deputy Director of Finance. Provides supervision and training to subordinate appraisers and supporting staff.

EXAMPLES OF WORK (illustrative only):

- Develops procedures for the appraisal of real estate by using the market, income and cost approach to value;
- Directs and supervises the study and analysis of the market value of properties to ensure the equalization of assessments;
- Directs the tax mapping of all real property;
- Develops and maintains assessment sales ratio studies to determine the level of assessment equality throughout the County and to locate those areas where value changes have been disproportionate;
- Develops and maintains the scheduling for the various areas of production, i.e., reassessment, abstracting, land use, calculating, etc., to ensure the even flow of work and that certain legal deadlines are in compliance with local and State statutes;
- Develops procedures for and directs the supervision of the technical sections of real estate appraisers involved with reassessment and the valuation of new construction, splits and consolidations, land use, appeals, etc.;
- Develops procedures for and directs the supervision of the clerical sections involved with public information, records management, abstracting, calculation and posting of values, and other information relating to changes that occur to property;
- Meets with and acts as the Corresponding Secretary to the Board of Real Estate Review and Equalization to schedule cases, consult with the Board on specific issues relating both to policy and the assessment of properties, and to represent the County on appeals;
- Performs related work as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of modern real estate appraisal and assessment practices; skill in making appraisals; extensive knowledge of title work; ability to interpret laws and ordinances; ability to work effectively with the public; ability to direct and supervise a professional and clerical staff; good knowledge of modern office procedures and large-scale records management procedures; ability to analyze facts and to present clear and concise oral and written reports; ability to establish and maintain effective working relationships with County and public officials.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree related to real estate appraisal and six (6) years of real estate appraisal experience, including three (3) years of administrative and supervisory experience; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.