



CLASS SPECIFICATION FOR
Real Estate Appraiser I

GENERAL STATEMENT OF DUTIES: Performs entry-level appraisals of land, improvements and new construction for assessment purposes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level professional appraising work inspecting and appraising less-complex residential and acreage-type properties for reassessment, new construction, splits and rezoning performed under close supervision. Initial assignments involve assisting other appraisers. As experience is gained, the incumbent undertakes appraisal assignments ranging progressively from relatively simple evaluations to some of the more difficult assignments. Work is performed under close supervision.

EXAMPLES OF WORK (illustrative only):

- Trains under higher-level appraisers and assists them in the appraisal of less complex residential and acreage type properties;
- Upon completion of training, but still under supervision, makes inspections and appraisals of less-complex residential and acreage type properties;
- Studies building plans and specifications to obtain information regarding size, type of construction, use and other factors that affect value;
- Examines plats, maps and aerial photographs to locate property or area to be appraised;
- Visits property to verify information contained in plans and specifications and to ascertain the quality of the workmanship and materials;
- Gives information and answers complaints regarding assessments;
- Enters data into computer and pulls reports as requested or as needed;
- Maintains the record keeping necessary for the appraisal and assessment process;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the appraisal field and building construction practices and of building and land values; some knowledge of social and economic factors affecting property value, of trends in development and of mathematics and statistics; good familiarity with and skill in the use of a personal computer and relevant software packages; ability to enter data into and retrieve information from a computer system; ability to meet and deal with the public; ability to obtain and record information accurately and skill in interpreting information obtained to determine property values; good judgment; integrity.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of real property appraisal experience; OR, graduation from college, preferably with courses in real estate appraisal; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Successful completion of a minimum of one (1) course designed to aid appraisers in all areas of appraisal practice seeking competency typically from the International Association of Assessing Officers (IAAO), Uniform Standards of Professional Appraisal Practice (USPAP) or other approved equivalent. May be required to complete additional training or course work in real estate appraisal or a related field.