



CLASS SPECIFICATION FOR
Real Estate Appraiser II

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

DISTINGUISHING FEATURES OF THE CLASS: This is journey-level appraising work consisting of the more typical residential and acreage-type properties for reassessment, new construction, splits and rezoning performed under general supervision. Makes appraisals of more complex residential and acreage-type properties and less complex income-producing properties under close supervision.

EXAMPLES OF WORK (illustrative only):

- Makes appraisals of typical residential and acreage-type properties under general supervision;
- Makes appraisals of the more-complex residential and acreage-type properties and the less-complex income producing properties under close supervision;
- 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;
- Reviews and analyzes information and makes appraisals;
- Revalues land in zoning changes;
- Adjusts or removes assessments on demolished buildings;
- Reviews appraisals and makes recommendations as to whether or not assessments should be adjusted within the legal requirement and makes appearances before the Board of Real Estate Review and Equalization;
- May assist in data gathering for the computerized assessment system;
- Enters data into computer and pulls reports as requested or as needed;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the appraisal field and building construction practices and of building and land values; knowledge of social and economic factors affecting property values, 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 read and understand building construction plans and specifications; ability to obtain and record information accurately and skill in interpreting information obtained to determine property values; ability to meet the public and to explain in a professional manner the basis of current assessments; good judgment; integrity.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, and preferably graduation from college, and two (2) years of real estate appraisal work experience; 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 two (2) courses 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. Possession of the Residential Evaluator Specialist (RES) professional designation from the IAAO, or equivalent certification, is preferred. May also be required to complete additional training or course work in real estate appraisal or a related field.

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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.