



CLASS SPECIFICATION FOR
Senior Real Estate Appraiser

GENERAL STATEMENT OF DUTIES: Performs complex appraisals of residential, acreage and commercial properties for assessment purposes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is advanced-level appraising work consisting of appraisals of not only the more typical residential, acreage and income-producing properties but also the more complex type properties such as very expensive and mansion-type properties, acreage tracts with a multitude of factors affecting the value, and the large commercial and industrial and apartment properties. A position allocated to this class may be assigned a specialized assessment workload such as land use, timberlands, mineral lands or lease-hold rights. The incumbent may also be assigned specialized projects requiring strong appraising skills and knowledge such as the computerized assessment system. The employee works under the general supervision of a Real Estate Appraiser Supervisor.

EXAMPLES OF WORK (illustrative only):

- Makes appraisals of expensive and mansion-type properties, acreage tracts with a multitude of factors affecting the value, and the large commercial, industrial and apartment properties;
- Studies building plans and specifications to obtain information regarding size, type of construction, use and other factors that affect its 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 legal requirements and makes appearances before the Board of Real Estate Review and Equalization to support appraisals;
- Enters data into personal computer or mainframe terminal and pulls reports as requested or as needed;
- May serve as lead worker or resource person to lower-level appraisers;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of appraisal field, building construction practices and of building and land values (some positions may require knowledge of computerized assessment systems); skill in appraising real property; ability to read and understand building construction plans and specifications; good 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 obtain and record information accurately and skill in interpreting information obtained to determine property values; ability to appear before and to present data clearly and concisely to groups of people; good judgment; integrity.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, and preferably graduation from college, and four (4) 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 three (3) 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 Certified Assessment evaluator (CAE) or Residential Evaluator Specialist (RES) professional designation from the IAAO, or equivalent certification, is preferred. May be required to complete additional training or course work in real estate appraisal or a related field.