



CLASS SPECIFICATION FOR
Real Estate Appraiser Supervisor

GENERAL STATEMENT OF DUTIES: Supervises appraisers working in a designated section of the County or supervises a major specialty section of the Real Estate Assessment Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class either supervises appraisers working in a designated section of the County or appraisers working in a specialized field, such as income-producing property. The incumbent trains employees in the more complex and difficult appraisals where accuracy and independent judgment are necessary. General supervision is received from the Real Estate Assessment Director or the Real Estate Section Manager.

EXAMPLES OF WORK (illustrative only):

- Reviews appraisals made by subordinate appraisers to ensure uniformity and to check for errors in judgment;
- Plans and coordinates reassessment programs, giving assistance in rezoning and related cases;
- Reviews complaints from property owners brought to the attention of the Board of Real Estate Review and Equalization;
- Conducts training classes for new appraisers in field and office procedures;
- Directs and supervises the appraisal of commercial, industrial and apartment properties;
- Directs and supervises appraisal-oriented data collection/data clean-up efforts;
- Assists in training and updating staff in new programs;
- Analyzes and evaluates the work of all appraisers on a continuous basis and prepares reports of activities accomplished;
- 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 to support appraisals;
- Oversees the entry of data into computer system and the pulling of reports as needed and as scheduled;
- Ensures the proper training of staff in current automation applications and relevant software packages;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of appraisal field, building construction practices and of building and land values; extensive knowledge of modern principles and practices of property appraisal procedures; comprehensive knowledge of social and economic factors affecting property values, of trends in development, and of mathematics and statistics; skill in appraising real property; ability to read and understand building construction plans and specifications; ability to train subordinate appraisers; ability to plan and supervise the work of others; ability to substitute as corresponding secretary to the Board of Real Estate Review and Equalization; ability to support appraisals in hearings and courts of record; good familiarity with and skill in the use of a personal computer and relevant software packages; good judgment; accuracy; integrity; ability to meet with public and to discuss appraisals on a professional basis.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, and preferably graduation from college, and five (5) years of real estate appraisal work experience, preferably including some experience in a supervisory capacity; 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 four (4) 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.