

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Property Appraiser 2

Definition

Performs appraisals and assessments of more complex residential property to obtain valuations for property tax; performs less difficult appraisals and assessments of commercial and agricultural properties; may participate in industrial appraisals; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Makes complete appraisals of improved or unimproved agricultural or residential real property to determine estimated values for property tax by interviewing persons familiar with the property, taking measurements, inspecting construction, condition, and functional design, and computing depreciation and reproduction costs.

Estimates wholesale or auction-sale values to be used for assessing property by examining properties and applying knowledge of these properties' current market values, and economic trends.

Assists in appraisals of the more complex and larger commercial and industrial properties by collecting and compiling specific information to be used by higher-level appraisers in determining valuations of these properties.

Studies building costs, location and soil characteristics for use in determining market values of property by considering these factors with current market values, population trends, impending changes and related influences on valuations.

Analyzes sales, leases, assessments, and related transactions to obtain data as evidence of market value by searching public records.

Estimates values of improved or unimproved real property to be used for assessing taxes by analyzing collected and compiled data.

Meets with local officials and other interested parties, individually or in groups, to discuss property appraisals and assessments by attending or conducting informal sessions.

Prepares and submits reports to corroborate estimated value by compiling collected data.

Delegates and reviews specific phases of appraisals to assist in training inexperienced appraisers by answering questions and suggesting resource materials as required.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
 - Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
 - Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Number Facility – Add, subtract, multiply, or divide quickly and correctly
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Mathematics – Using mathematics to solve problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Negotiation – Bringing others together and trying to reconcile differences.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to two years of full-time work in property appraisal, assessment, or sales negotiations; mortgage banking; real estate sales, development, or management; property acquisition; or as a mortgage broker.
- 2) A total of six years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Property Appraiser 1.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 09/23 KC