

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

Property Appraiser 4

Definition

Plans, coordinates, and directs the activities of staff appraisers engaged in determining the market value of commercial, industrial, residential, and agricultural property for tax purposes; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions and reassignments.

Assigns and evaluates the field work of staff appraisers by reviewing reports submitted for accuracy, logic, and the presence and adequacy of supporting information.

Directs the appraisal staff by organizing and overseeing those activities for providing technical assistance to local assessors.

Directs and participates in training the appraisal staff by developing and implementing training programs and materials to develop the technical knowledge and ability of these appraisers.

Provides technical advice to Departmental management by making recommendations and expressing conclusions based on technical expertise regarding assessment and appraisal policies, methods and procedures.

Attends or personally conducts meetings with local officials and other interested parties, individually or in groups, to discuss and explain property appraisal, assessment, and taxation policies, laws and regulations; recommends solutions to problems by making decisions based on established policy and procedure.

Prepares and submits oral and written reports to the Deputy Director to keep superiors informed of the status of existing activities and planned projects in property appraisal and assessment programs.

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.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

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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.
 - Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
 - Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
 - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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 Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- 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.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is 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.

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- 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.
 - Service Orientation – Actively looking for ways to help people.
 - Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
 - Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
 - Instructing – Teaching others how to do something.
 - Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

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 six 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) All of the following (a, b, and c):
 - a. Five years of full-time work experience in property appraisal, assessment, or sales negotiations; mortgage banking; real estate sales, development, or management; property acquisition; or as a mortgage broker; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience; and
 - c. One year of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in any field equals one year of full-time experience.
- 3) All of the following (a and b):
 - a. Certification as a Certified Assessment Evaluator in accordance with the requirements of the International Association of Assessing Officers; and

- b. Two years of full-time work experience in property appraisal, assessment, or sales negotiations; mortgage banking; real estate sales, development, or management; property acquisition; or as a mortgage broker.
- 4) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Property Appraiser 3.

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