Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Property Appraiser Series

Classes in the Series

Class Code	Class Title
00367	Property Appraiser 1
00368	Property Appraiser 2
00369	Property Appraiser 3
00370	Property Appraiser 4

Series Concept

This series is designed to identify and classify all professional property appraisal positions in the Department of Revenue, Property Tax Division, which are assigned two (2) basic functions:

(1) to make field appraisals in all sections of the state of commercial, industrial, residential, public utility and agricultural property which can be used in the equalization of property valuations;
(2) to provide technical assistance to city and county assessors.

Exclusions

Positions the principle duties of which are to collect delinquent taxes, verify Homestead tax credits and Military Service exemptions, and enforce compliance to applicable revenue laws and regulations, or the supervision of these activities.

Positions that involve the office examination of tax returns or the professional audit of taxpayers' financial records for the purpose of determining tax liability where the work requires a knowledge of elementary accounting or the application of professional accounting and auditing principles, knowledge, and techniques, or the supervision of these activities.

Clerical or other supportive office staff not identified in this series.

Class Distinctions

Property Appraiser 1

Employees in this classification are expected to function in a trainee capacity. The work is characterized by typical assignments such as: assisting in conducting the appraisal of either real or personal property in any part of the State of Iowa; conducting limited investigations to arrive at current construction costs and values of various types of residential property; preparing statistical reports and graphs; attending meetings of county and city assessors; attending classroom instruction to upgrade knowledge, ability, and skill.

Property Appraiser 2

Employees in this classification are expected to function at the full journey level. The work is characterized by the responsibility for assuming a fully productive load in conducting appraisals and providing assistance: appraising complex residential and income-producing properties on an individual

basis using the cost or income approach; analyzing sales data to be used as evidence of market value; interviewing bankers, real estate brokers and other businessmen to gain an understanding of changing economic environment; meeting with local officials after appraisals to inform them of changes that have taken place since the last appraisal; conducting investigations to arrive at current construction costs and values of various types of property; assisting the assessors and other local officials with problems on an individual basis; submitting work reports to supervisor for review and analysis.

Property Appraiser 3

This is professional property assessment and appraisal of commercial, public utility and industrial properties as well as residential and income-producing properties. An appraiser at this level assumes responsibility for investigating all aspects of the field work in which the appraiser also participates as a productive member.

Work at this level may involve some oversight in the training of Appraiser 1's and 2's; insuring that new appraisers receive proper field training; handling special problems that occur during the conduct of the field work and making technical decisions based on established policies and procedures; assisting in planning and implementing improvements in appraisal work methods and procedures.

Property Appraiser 4

The work performed in this position is characterized by responsibility for planning, directing, and overseeing such as:

Planning the overall schedule by which simple appraisals for equalization are to be made; directing studies to determine current construction costs; directing the preparation of technical manuals; coordinating the technical assistance being provided local assessors; overseeing a professional and clerical staff; planning, assigning, and overseeing the general scope of duties to be performed by professional and clerical staff; conducting staff meetings and seeing that new employees are being properly trained; insuring that departmental polices and procedures are applied; recommending policy changes and additions.

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