

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

## Property Appraiser 1

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### Definition

Participates in agency-sponsored training in appraisal techniques and services; performs routine, noncomplex property appraisals and assessments of residential properties to obtain valuations for property tax; 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

Learns property tax laws, procedures and the functions of the Property Appraisal Section to determine assessments on residential properties for property tax through reading and classroom instruction.

Learns techniques of classifying and appraising all types of properties and methods for presenting information to determine valuation of residential properties by observation and participation in appraisals.

Inspects less complex property to arrive at current construction costs and values by investigating and applying learned principles and techniques of property appraisal.

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 valuation.

Writes reports to support property valuations by compiling collected data.

### Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- 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.

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.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.

**Skills:**

- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- 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.
- 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.

- 2) A total of four years of education and/or 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, where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.

**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*