

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PROPERTY APPRAISER 1

DEFINITION

Participates in agency-sponsored training in appraisal techniques and services; performs routine, non-complex property appraisals and assessments of residential properties to obtain valuations for property tax; performs related work as required.

The Work Examples and Competencies listed 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 of English, to include grammar, sentence structure and spelling.

Knowledge of social and economic conditions and trends affecting property values.

Ability to learn and apply standard property appraisal principles, practices, and techniques.

Ability to learn and apply state laws and regulations pertaining to the assessment and taxation of various properties.

Ability to use tact, courtesy and initiative in establishing and maintaining the cooperation of local officials.

Ability to exercise mature judgment in analyzing situations.

Ability to understand and be able to use a real estate appraisal manual.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a minimum of twelve semester hours in real estate, business or public administration, economics, engineering, or related curriculums;

OR

high school graduation or G.E.D. and four years employment in property appraisal, property assessment, or property sales negotiations;

OR

high school graduation or G.E.D. and any combination of post high school education at a recognized business or area school, junior college, college, or university and qualifying experience which totals four years.

NECESSARY SPECIAL REQUIREMENTS

Applicants must be available to travel in an assigned area of the state. Employees must arrange transportation to and from assigned work sites.

Effective Date: 10/98 BW