

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PROPERTY APPRAISER 2

DEFINITION

Performs appraisals and assessments of residential property and the more complex residential 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 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 of property tax laws.

Knowledge of property appraisal principles, practices and techniques.

Knowledge of assessment procedures.

Knowledge of current socio-economic conditions and trends affecting property appraisal.

Knowledge of local government practices for assessing taxes and disbursing receipts.

Knowledge of real estate terminology.

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

Ability to learn and apply state laws and regulations pertaining to the assessment and taxation of more complex properties to include agricultural, commercial and industrial properties.

Ability to use methods of classifying properties to determine its value.

Ability to compile and analyze complex financial and statistical data.

Ability to prepare conclusive and concise reports, including financial and statistical evaluations.

Ability to present ideas effectively both orally and in writing to inform and recommend.

Ability to initiate and maintain effective working relationships with local government officials and the general public.

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.

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.

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 and two years employment in appraisal or assessment of residential properties;

OR

high school graduation or G.E.D. and six years employment in property appraisal, property assessment or property sales negotiations to include two years in appraising valuations or assessing taxes on residential properties;

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 six years and includes two years of appraising valuations or assessing taxes on residential properties;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time professional work as a Property Appraiser 1.

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