

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
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 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 of standard property appraisal principles, practices and techniques.

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

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

Knowledge of business communications and mathematics.

Knowledge of real estate terminology.

Knowledge of public relations principles.

Knowledge of relative market values of commercial, industrial, residential and agricultural property.

Knowledge of methods of classifying these various properties and determining their actual value.

Knowledge of procedures involved in these property transactions.

Knowledge of record keeping systems for these properties.

Knowledge of current and available assessment/sales ratio studies and soil surveys.

Ability to plan, organize, and oversee the activities of staff appraisers.

Ability to develop and implement technical training programs.

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

Ability to apply applicable laws and regulations pertaining to assessment and taxation of various types of property.

Ability to exercise mature judgement in analyzing situations.

Ability to express ideas clearly and concisely in written and oral form for recommending technical policy, method, and procedure.

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 the equivalent of six years of full-time employment in appraising the value of or assessing taxes on commercial, industrial, residential and/or agricultural property to determine its value;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full time work experience for each year of the required education to a maximum substitution of four years;

OR

substitution of graduate level course work in the required curriculums (thirty semester hours equals one year) to a maximum substitution of thirty hours;

OR

designation as a CAE by the International Association of Assessing Officers may be substituted for one year of the required work experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Property Appraiser 3.

NECESSARY SPECIAL REQUIREMENT

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