



## Career Service Authority

Page 1 of 4

# Associate Real Property Appraiser

### GENERAL STATEMENT OF CLASS DUTIES

This class performs standard level professional appraisal work in residential and multifamily real properties and assists with appraising commercial and industrial properties within the City and County of Denver.

### DISTINGUISHING CHARACTERISTICS

The *Associate Real Property Appraiser* is standard level professional appraisal work in residential and multifamily properties and assists with appraising commercial and industrial properties. Positions in the *Senior Real Property Appraiser* class are assigned full performance level, professional appraisal work of all types of real property. The *Associate Real Property Appraiser* class is distinguished from the *Staff Real Property Appraiser* class by the level of independence exercised in doing the work and the scope of the work. The *Staff Real Property Appraiser* class performs entry level professional appraisal work under close supervision the scope of which is limited by the incumbent's credentials and the types of properties the supervisor is qualified to appraise.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged gathered or presented and some degree of discretion and judgment is required within the parameters of the job function.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

Collects, compiles, researches, and analyzes real estate data for the purpose of taxation.

Performs on-site inspections to verify physical characteristics of land and buildings, and to formulate valuation decisions.

Verifies and evaluates property sales and other real property transactions, and applies this information to provide an evaluation appropriate to the property classification.

Reviews property valuation appeals, prepares written appraisals for valuation defense, including investigation and formal response to protests, appeals and complaints, represents the city at hearings, and testifies in court as required.

Prepares reports using a variety of statistical methodologies and software, and according to guidelines established by the Appraisal Standards Board.

Performs reviews of classes or properties to assure assessment uniformity as verified by state audit.

Assists taxpayers and other agencies and organizations to obtain real estate information, and provides explanation of appraisal methods, statutes, and procedures.

Performs other related duties as assigned or requested.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Real Estate** – Knowledge of real estate principles, practices, markets and values.

**Building and Construction** – Knowledge of materials, methods, and the appropriate tools to construct objects, structures and buildings.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Economics and Accounting** – Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles or relationships that explains facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Technical Competence** – Uses knowledge that is acquired through formal training or extension on-the-job experience to perform one's job; works with, understands and evaluates technical information related to the job; advises others on technical issues.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem-Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Decision Making** – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish goals; causes change.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

Knowledge of statistics sufficient to be able to interpret and analyze information and perform statistical calculations.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.

***Working Environment:***

Temperature Changes: variations in temperature from hot to cold.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.

***Licensure and/or Certification:***

Certified as a Registered or Licensed Appraiser by the Colorado Board of Real Estate Appraisers. Certification by another state will be accepted in lieu of this requirement, provided the applicant is certified by the State of Colorado by the completion of the probationary period. Possession of a valid Colorado Class "R" Driver's License.

***Experience Requirement:***

One year of professional appraisal experience of the type and at the level of Staff Real Property Appraiser.

***Education Requirement:***

Baccalaureate Degree in Business, Accounting, Economics or related fields.

***Education/Experience Equivalency:***

Four years of professional appraisal experience may substitute for the education requirement.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 10/16/2004

***REVISED BY:*** Earline Hill

***CLASS HISTORY:*** This classification was revised during the Real Property Appraisal and Assessment Class Series Maintenance Review to reflect the education and licensing requirements adopted by the Appraisal Standards Board of the Appraisal Foundation. The name was changed from Real Property Appraiser to Associate Real Property Appraiser to indicate the sequence in the class series. The class is moved from non-exempt to exempt FLSA status because the class is no longer the entry level class for the Real Property Appraiser series.