



Career Service Authority
Real Property Appraiser Technician

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GENERAL STATEMENT OF CLASS DUTIES

This class provides paraprofessional level, technical assistance to professional appraisers for real estate valuation, database maintenance and other assessment purposes.

DISTINGUISHING CHARACTERISTICS

The *Real Property Appraisal Technician* is assigned paraprofessional level duties providing technical appraisal assistance to professional real property appraisers. The *Real Property Appraisal Technician* class is distinguished from the *Staff Real Property Appraiser* class by the nature of the work; the *Staff Real Property Appraiser* class assists with and learns how to perform professional appraiser work under direct supervision.

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 general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

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 and compiles real estate data to facilitate accurate valuations.

Identifies and organizes information regarding real property sales to build a confirmed sales database for real estate evaluation.

Processes parcel splits and combinations.

Maintains and administers mobile home valuations.

Interprets both lot and block and metes and bounds legal descriptions.

Assists the public and City agencies by providing and interpreting real estate information.

Identifies and updates parcels for zoning changes.

Provides technical support to other agencies and the public regarding valuation results, the appraisal process, and protest or appeal procedures.

Computes replacement cost for new, actual, and assessed values using established procedures, manuals, and tax tables.

Investigates and processes building permits to implement property value changes.

Prepares and maintains project registers to provide statistical data, control paper flow, and facilitate taxpayer file location.

Performs other related duties as assigned or requested.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

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.

Customer Service – Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Conscientiousness – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Self Management – Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Self Esteem – Believes in own self-worth, maintains a positive view of self, and displays a professional image

Flexibility – Adapts quickly to change.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Memory – Recalls information that has been presented previously.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Applies Technology to Tasks – Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Skill in interpreting parcel maps and legal descriptions.

Physical Demands:

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

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

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.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of clerical experience supporting professional appraisal activities.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum experience required.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License by the completion of probation.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 04/01/2005

REVISED BY: Earline Hill

CLASS HISTORY: This classification was revised 07/15/04 during the Real Property Appraiser and Assessment Class Series Maintenance Review; revised 03/23/05 to correct the Experience Requirement statement.