



Career Service Authority

Staff Real Property Appraiser

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GENERAL STATEMENT OF CLASS DUTIES

This class performs entry level professional appraisal work under the direct supervision of a state certified appraiser, the scope of which is the appraisal of those properties that the supervising appraiser is qualified to appraise.

DISTINGUISHING CHARACTERISTICS

The *Staff Real Property Appraiser* class is subject to direct supervision by a supervising appraiser in good standing who is state certified. The *Staff Real Property Appraiser* class assists with and learns how to perform professional appraisal work that ranges from (1) non-complex and complex residential real property having limited transaction value, to (2) residential and multifamily real properties without regard to value or complexity, to (3) commercial and industrial real property within the City and County of Denver. The appraisal work performed is determined by the incumbent's current credential and those properties the supervising appraiser is qualified to appraise. The *Staff Real Property Appraiser* class is distinguished from the *Associate Real Property Appraiser* class by the level of independence exercised in doing the work and the scope of the work. The *Associate Real Property Appraiser* class performs professional appraisal work of non-complex and complex residential real property having limited transaction value, under normal supervision. ("Complex" refers to the form of ownership or atypical market conditions.) The *Staff Real Property Appraiser* class is distinguished from the *Real Property Appraisal Technician* class by the nature of the work; the *Real Property Appraisal Technician* class provides paraprofessional level, technical assistance to professional appraisers.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve using established procedures and policies to work to an acceptable level of performance.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in real property appraisal. The work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service is rendered, according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Assists with the analysis and interpretation of data such as cost of construction, market comparison, income-producing potential, depreciation, and property sales to determine correct valuation for all property classes assigned.

Trains to appraise real property to determine its fair value.

Trains to report the results of real property appraisal.

Trains to review classes of properties to assure assessment uniformity as verified by state audit.

Assists with the analysis of property valuation appeals, learns to explain assessment procedures, prepare testimony and present evidence to the County Board of Equalization, the State Board of Assessment Appeals, County Commissioners, and District Court.

Trains to conduct tax appraisal.

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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:

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 extensive 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:

Certification as a Registered Appraiser by the Colorado Board of Real Estate Appraisers. (Has two (2) years to obtain certification as registered appraiser). 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. Requires possession of a valid Colorado Class "R" Driver's License.

Experience Requirement:

None

Education Requirement:

Baccalaureate Degree in Business, Accounting, Economics or a related field.

Education/Experience Equivalency:

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

CLASS DETAIL

FLSA CODE: Non-exempt
ESTABLISHED DATE: 10/16/2004
REVISED DATE: 07/22/2007
REVISED BY: Vivian Atkins

CLASS HISTORY:

This job specification is revised with new education requirement for a baccalaureate degree due to state law requirements, and an education/experience equivalency.