



Office of Human Resources
Appraisal Data Collector - CV2348

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General Statement of Duties

Performs a variety of technical data collection and profile assembly tasks associated with collecting property information under the direction of a licensed or certified appraiser.

Distinguishing Characteristics

This class performs a variety of technical data collection and profile assembly tasks and works under the direction of a licensed or certified appraiser. This class is distinguished from a Real Property Appraisal Technician that provides technical assistance to professional appraisers for real estate valuation, database maintenance, and other assessment purposes.

Essential Duties

Performs a variety of field audits of construction and land use sites to gather data for assessment purposes including non-complex and complex residential, multi-family, commercial, and industrial real property.

Verifies property characteristics and physical addresses, processes appraisal forms, and enters collected data into agency's database system.

Conducts visual inspections of sites to ascertain and/or verify stages of completion or development, notes quality and type of materials used, and projects the use of land.

Performs field inspections on property to obtain and/or verify information for appraisal records and collects photographs of properties.

Checks maps, legal descriptions, and/or building permits to verify site locations and addresses against appraisal forms.

Sketches building exteriors and/or site boundaries and notates dimensions; performs periodic updates to reflect additions, demolition, and/or site use and zoning changes and may determine the status of construction on assessment date.

Processes various appraisal forms, including a review for completeness and accuracy, posts appraisal information, compiles property information, and tabulates data.

Performs mathematical computations including the determination of square footage, percentages, fractions, or decimals using standard formulas and readily available data to verify accuracy and completeness.

Updates and maintains Assessment files which may include filing and/or retrieving cards, letters, or other documents.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

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

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 explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Ability to learn property appraisal procedures, methods, and techniques.

Ability to master information related to building nomenclature, construction materials, and methods to construct objects, structures, and buildings.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Noise: sufficient to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to hazards from electro/mechanical/power equipment.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-09

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/25/2023

Revised By: BM

Class History: 6/11/19 - Updated working environment verbiage.

6/25/2023- Pay grade revised as a result of CN1774.