



CLASS SPECIFICATION

Class Code: 60000331
Date Established: 07/1973
Last Reviewed: 09/2021
Last Revised: 09/2021
Last Title Change:
FLSA: Exempt
Probation: 12 months

SENIOR APPRAISER

DEFINITION

Under direction, plans, organizes, reviews and supervises the work of an assigned group of certified professional real and personal property appraisers and support clerical staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, accounting, finance, mathematics, real estate, information technology, engineering, science, or closely related field AND four years of full-time experience performing real property appraisal work including at least two years of experience performing real property appraisals on complex and specialized properties such as commercial, industrial, agricultural, special use or other unusual properties, AND the use of standard Microsoft Office Suite applications (Word, Excel, and Outlook at a minimum) in performing daily duties and department specific functions; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Certification as a Property Tax Appraiser for the State of Nevada as required by NRS 361.221 must be obtained within one year of appointment to this class.

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level in the Appraiser series. Incumbents are responsible for the supervision and operations of a team of professional certified appraisers and support staff. The class is distinguished from Appraiser III by the exercise of full supervisory responsibilities.

SUPERVISION EXERCISED

Exercises direct supervision over professional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide supervision, work assignment review, training, performance evaluation and administer discipline for assigned professional and support staff.

Plan, organize, direct and review staff appraisal assignments and conduct quality control reviews.

Perform the more complex and specialized property appraisal assignments, including special use properties, complex commercial and industrial properties, special improvements, high value properties and multi-purpose properties.

Review appraisals of properties with special depreciation problems such as requests for accelerated obsolescence status.

Oversee the development of information and analysis of data in the valuation and appraisal of real property.

Direct and conduct field studies, describing, measuring, photographing and plotting the physical or construction characteristics of improved properties, using prescribed procedures to classify the uses, character and quality of construction used for determining real property valuation.

Direct, review and approve costing of all new and existing buildings to determine values for assessment purposes.

Select and apply appropriate quality control measures to ensure uniformity/equalization, identify and correct discrepancies in the reappraisal process to reduce errors and delays in the completion of the assessment roll.

Collect data, compute square footage, develop scaled drawings and prepare documents to be used in connection with the appraisal of real property for tax assessment purposes.

Evaluate applications for agricultural use of parcels consisting of 20 acres or more for assessment purposes.

Monitor and inspect agricultural use assessment properties for removal of exemption or conversion to higher use.

Prepare and review written evidentiary information for the County Board of Equalization to substantiate or establish an appropriate taxable value through an interior inspection of the property in question, complete a review and analysis of appropriate cost and depreciation and an analysis of the three approaches to value.

Present sworn testimony to the Board of Equalization regarding written appeals of property appraisals.

Prepare and give presentations and represent the Assessor's Office at public service functions such as Citizen Advisory Board meetings, Homeowner Association meetings and other related meetings.

Research, collect, prepare and present selected information and data to various public officials, agencies and the Nevada Legislature as requested.

Assist the Chief Appraiser in the development of written policies related to valuation of real property and standard office protocols.

Ensure that assigned staff performs assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Ensure professional certified staff meets statutorily mandated deadlines and comply with legislatively mandated continuing educational requirements.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Principles and techniques of organization, management and supervision.

Assessor's Office organization, policies and procedures.

Statutes and regulations of the State of Nevada relative to evaluation of real property for assessment purposes.

Special appraisal problems related to complex residential, industrial, commercial, agricultural, special use and multi-purpose properties.

Computer Assisted Mass Appraisal (CAMA) software specific to the department.

Countywide personnel policies.

Ability to:

Provide supervision, work assignment review, training, performance evaluation, and administer discipline for assigned professional and support staff.

Review work assignments and ensure the accuracy of appraisal work.

Effectively manage time and resources to meet statutory deadlines.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and methods of real property appraisal.

Mathematics necessary to perform real property appraisals including fractions, percentages, geometry and algebra.

Descriptive statistics.

Methods of data collection and record keeping.

Standard Microsoft Office Suite applications (Word, Excel and Outlook)

Ability to:

Perform a variety of the more complex and specialized property appraisals.

Correctly estimate the valuation of real properties for assessment purposes.

Analyze data and draw appropriate conclusions.

Read and interpret legal descriptions, deeds of title, cadastral maps, building plans and permits.

Draw charts and descriptive sketches.

Interpret and apply regulations, policies and procedures.

Communicate effectively, both orally and in writing.

Make presentations to the Board of Equalization.

Maintain effective working relationships with coworkers, property owners, regulatory boards and the general public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven terrain. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine. Work is performed in both an office and outdoor environments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.