



CLASS SPECIFICATION

Class Code: 60000338
Date Established: 07/1973
Last Reviewed: 09/2022
Last Revised: 09/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

CHIEF PROPERTY APPRAISER

DEFINITION

Under general direction, manages, plans and coordinates the work of the property appraisal division of the Assessor's Office; 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 two years of full-time experience supervising or providing lead direction over property appraisal work for assessment purposes; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Certification as a Property Tax Appraiser for the State of Nevada in Real Property and Personal Property as required by NRS 361.221 is required at the time of appointment.

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

DISTINGUISHING CHARACTERISTICS

This class provides division level management for the real property and personal property appraisal functions for the County. This class is distinguished from the Senior Appraiser by the exercise of administrative and management responsibilities in support of the County Assessor and the Chief Deputy Assessor and in the integration and oversight or both real and personal property functions to produce the secured and unsecured assessment rolls each year

SUPERVISION EXERCISED

Exercises direct supervision over professional supervisory appraisal and support staff.

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

Supervise professional appraisal and auditing staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, coaching and development, conducting performance evaluations, implementing discipline and conflict resolution procedures when necessary.

Develop, plan and administer appraisal, auditing and training assignments.

Oversee the most difficult and complex appraisals and audits.

Ensures assessment work is in compliance with legislative mandates.

Provide consultation and direction for other management and professional supervisory staff in the development and maintenance of standards and uniform policies and procedures for the appraisal of all real property and unsecured personal property within the County.

Research, gather and organize data for a variety of market, economic and administrative studies.

Resolve appraisal appeals and special use requests according to departmental policy, laws and statutes.

Assist the Chief Deputy Assessor with the development of new assessment procedures and methods to comply with changes in assessment laws and regulations.

Provide input and assistance with planning for long-term programs and operational policies.

Work with the County Board of Equalization and other government agencies on issues regarding property appraisal and taxation.

Testify at legislative hearings, tax commission meetings and professional associations on the projected impact of changes in the tax laws and regulations concerning property tax appraisals.

Responsible for the development and administration of the Appraisal Division's budget including projections for future staffing, travel, equipment, training and mandatory continuing education needs.

Assist the Chief Deputy Assessor and other department staff with the development, maintenance and compilation of reports required by the State Department of Taxation.

Perform a variety of the most complex appraisal work related to the measurement, classification and estimating of replacement costs and depreciation of residential, commercial, business personal property, aircraft, mobile home, possessory interest and special purpose properties and improvements.

Represent the Assessor's Office in public outreach regarding property valuation, questions, and interpretation and implementation of tax laws; represents the Assessor in the most difficult Board of Equalization Hearings and a variety of other matters at the state, County and city levels.

Prepare reports and correspondence regarding assigned functions and activities.

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Assessor's Office organization, policies and procedures.

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

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

Principles of budget preparation.

Countywide personnel policies.

Ability to:

Supervise subordinate supervisory levels and be responsible for appraisal staff training, work assignment and review, administering discipline and conducting performance evaluations.

Prepare recommendations and provide input for long-term planning and development of operating procedures and policies.

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 techniques of organization, public administration, management and supervision.

Property appraisal methods, procedures, principles and terminology.

Special appraisal problems related to complex residential, industrial, commercial, agricultural, special use, possessory interest, business personal property, aircraft and multi-purpose properties.

Factors which affect values of various types of real and personal property.

The effect of economic trends on real and personal property values.

Nevada laws and regulations affecting the appraisal of real or personal property for assessment purposes.

Methods of data collection and record keeping.

Descriptive statistics.

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

Ability to:

Manage and supervise staff and delegate authority.

Independently plan and prioritize multiple issues.

Work with computerized database and information systems.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Interpret and apply Nevada Revised Statutes, Nevada Administrative Codes, regulations, policies and procedures.

Analyze data and draw appropriate conclusions.

Communicate effectively, both orally and in writing.

Establish, maintain and foster effective working relationships with coworkers, property owners, regulatory boards, legislative bodies, other governmental agencies and the general public.

Represent the County Assessor at Board of Equalization hearings, Tax Commission and other public meetings.

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

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to walk on uneven terrain. Ability to lift and move objects weighing up to 25 lbs. Occasionally may be required to climb, kneel, and crouch. Ability to use office equipment including computers, telephones, calculators, copiers and FAX machine.

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