



CLASS SPECIFICATION

Class Code: 18276
Date Est: 09/2016
Last Rev: 06/2019
Title Chg:
FLSA: non-exempt
Probation: 6 months

APPRAISAL SUPPORT SPECIALIST

DEFINITION

Under supervision, provides specialized support to the appraisal division including inspecting, verifying and gathering pertinent information on taxable real and/or personal property, reviewing and tracking of building permits while analyzing potential impact on taxable value, digital drafting and reconciliation of complex building floor plans, creating and maintaining basic GIS maps, coordination with various governmental agencies, creating and maintaining master files for sketches and permits, assisting appraisers in data collection and aerial review; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience in an appraisal, assessment, accounting, finance, real estate, information technology or related environment, and the use of standard Microsoft Office applications (Word, Excel and Outlook at a minimum) in performing department specific functions; or an equivalent combination of related education and experience. A bachelor's degree in business administration, accounting, finance, real estate, information technology or a related field, and the use of standard Microsoft Office applications (Word, Excel and Outlook at a minimum) in performing department specific functions may substitute for the required experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Provides technical and lead direction over support staff.

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

Field and desk work for data collection and aerial review including discovering, verifying, and measuring miscellaneous improvements to property, confirming existing data and noting differences for appraiser review.

Coordinate with the building departments of the City of Reno, City of Sparks and Washoe County to collect and maintain records of building permits and architectural plans of all buildings constructed in each jurisdiction.

Review, interpret and convert architectural plans, clarify information as needed and present all relevant information to Appraisers.

Train and oversee clerical staff in the use of the sketch program to create basic sketches and master subdivision files.

Review clerical staff's sketching assignments, provide coaching and feedback and develop and implement sketching process improvements.

Create and maintain common area workbooks and basic GIS maps.

Gather and confirm sales data through the search of public records.

Distinguish characteristics of construction types and components through review of plans or conducting field investigations; enter clarification, correction, and/or update as needed to appraisal records and sketches for appraiser review.

Communicate with contractors, developers, engineers and property owners in order to ascertain accurate and complete data.

Create computerized digital sketches of complex building floor plans from hard copies of architectural plans and other sources using mathematics, geometry and electronic sketch program software.

Review and reconcile appraisal records against sketches for accuracy and compliance with policies and statutes; advise appraisers of discrepancies between appraisal record and sketches.

Maintain master files of sketches.

Create and maintain master file in digital format and/or hard copy of all building permits and new subdivisions for review and analysis by Appraisers.

Assist appraisers in determining the valuation of real property.

Review building permits against appraisal records and parcel maps to identify discrepancies including parcel number, address or location of building on the parcel; contact appropriate governmental agency and resolve discrepancies and correct records as necessary.

Track and review all building permits for stage of completion; close or recycle into next years' workload as instructed by Appraisers.

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.

Laws, regulations, policies and procedures regarding valuation of real and/or personal property.

Basic GIS mapping functions.

Marshall Swift cost manuals.

Data collection procedures utilized in real and/or personal property appraisal.

Information required on appraisal records and computer databases.

Computer software specific to the department/division.

General knowledge of the valuation of real and/or personal property and relevant statutes and regulations.

General knowledge of construction types and components.

Departments and agencies associated with the Assessor's Office.

Ability to:

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

Create detailed digital sketches including delineating and labeling building areas according to Marshall Swift cost manuals.

Perform clerical and quality control duties to aid appraisers in the valuation process and in preparing information for Boards of Equalization and lead clerical staff in these duties.

Use a variety of technical computer programs related to appraisal activities including CAMA system and GIS mapping applications.

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

Knowledge of:

Data collection methods and record keeping.

Basic terminology and concepts related to real and/or personal property appraisal and building construction.

Knowledge of standard Microsoft Office Suite applications (Word, Excel, and Outlook).

Math skills including fractions, percentages, geometry and algebra.

Communication methods.

Ability to:

Establish and maintain general and technical record keeping systems.

Perform data entry and retrieval through word processing and create spreadsheets.

Manage time and organize and prioritize assigned tasks.

Review and analyze data and arrive at sound conclusions.

Perform detail-oriented tasks.

Develop computer logs, tables and files.

Perform complicated mathematical and geometric calculations.

Communicate effectively, both orally and in writing.

Read, interpret and apply statutes, policies and procedures.

Lead and train clerical staff.

Maintain effective working relationships with co-workers, property owners, contractors, regulatory agencies and the general public.

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

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, digital cameras and FAX machine. Work is performed in both 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.