

LANCASTER COUNTY
REAL PROPERTY APPRAISER I

NATURE OF WORK

This is apprentice level, technical work applying the appraisal process to real property in Lancaster County.

Work involves following established guidelines in the appraisal and assessment of residential, commercial, or agricultural property. Work also involves contributing to the property assessment process through the application of established procedures and standards which include: physical inspection of the property, researching appropriate data, interviewing property owners, preparing field sketches, determining property classifications, and utilizing standard valuation techniques. Supervision is received from the Chief Field Deputy, or other administrative or appraisal superior with work reviewed through reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Capture property data in a timely and accurate manner by conducting field visits to properties, measuring properties, noting property descriptions, counts and relevant property characteristics, while relying on established procedures and guidelines.

Accurately document property notes and field characteristics in an electronic field tablet and capture property photos necessary to record relevant features.

Assist in establishing the value of real property by identifying and recording property characteristics that affect value through field review, review of records, desktop review of maps and aerial photography, and interviews with property owners, tenants and managers.

Identify property improvements, special features, changes or additions to value by traveling to assigned areas or using the desktop review process and aerial photography.

Prepare sketches of buildings during field review or from building plans and determine property classification of structures.

Ensure accuracy of data and records by performing basic mathematical checks including determination of square footage, fractions or decimals using standard formulas and applying basic data logic tests.

Communicate with the public, professionals, staff and management in regard to assessment policies and procedures; convey property owner concerns to appropriate supervisor and follow up through resolution.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the principles, methods, practices and techniques of real property assessment.

Some knowledge of the statutes and ordinances governing real property assessment.

Some knowledge of surveying, mapping, zoning and architecture as they apply to appraisals.

Ability to interpret and maintain written and computerized property records.

Ability to organize, analyze and interpret information.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to gather parcel information; document physical characteristic data in the field from property inspections using electronic table computers, electronic measuring device and take clear electronic photographic images of the parcel structures.

Ability to utilize various software including Microsoft Word, Excel and Outlook, with a general knowledge of personal computer file structure and functions.

MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent supplemented by college-level coursework in real estate, math, business administration, public administration, or related field plus six months of experience appraising/listing real property; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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