

LANCASTER COUNTY REAL PROPERTY APPRAISER II

NATURE OF WORK

This is responsible technical work implementing the established appraisal process for residential property in Lancaster County.

Work involves responsibility for the appraisal and assessment of real property 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 a variety of mass appraisal techniques. Work also involves testing valuation models, and collaborating with appraisal superiors. An employee in this classification uses independent judgment and personal initiative with regard to work decisions made in accordance with department policies, procedures, and state statutes. General guidance and supervision is received from an administrative or appraisal superior with work being reviewed through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Assist in the preparation of assessment information for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Analyze sales data for qualification and consideration in market studies while applying established procedures, and identify trends and variations in the real estate market.

Assist in land valuation through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; prepare market research utilizing the cost, comparative sales, and income approach.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties; utilize digital imagery, parcel data, property maps, legal descriptions and other sources of information to complete desktop review of properties in defined area.

Physically inspect real property parcels and structures; record a description of the type and class and quality of property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

Investigate and respond to inquiries from the public regarding property assessment; meet in person with property owners during informal valuation hearings to explain assessments, gather information, schedule and conduct property inspections.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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

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

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

Considerable knowledge of the functions and capabilities of data processing related to property assessment and appraisal.

Knowledge and understanding of inferential statistical and exploratory data analysis.

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

Ability to write technical reports and explain technical information to lay people.

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

Ability to gather and document physical data obtained from residential property parcels and structures.

Ability to accurately perform mathematical calculations.

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

Ability to establish priorities, work independently and proceed with objectives without direct supervision.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus two years of experience appraising real property or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

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

6/2020

PS9613