

LANCASTER COUNTY
REAL PROPERTY APPRAISER III

NATURE OF WORK

This is responsible senior level technical work coordinating the appraisal process for real property in Lancaster County.

Work involves responsibility for the appraisal and assessment of real property through the coordination, development and 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 valuation techniques. Work also involves developing mass appraisal models, preparing narrative appraisal reports, conducting appraisal research and analysis, and testifying as an expert witness. An employee in this classification uses considerable 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 the Chief Field Deputy or other administrative superior with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Represent the County Assessor at County Board of Equalization hearings; serve as an expert witness regarding property values in Lancaster County; prepare valuation documentation, analyze information, and defend findings for appeals to the Tax Equalization and Review Commission; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Perform detailed and complex sales analyses, review sales qualification of subordinate appraisers, develop sales qualification criteria for application within defined areas.

Determine land values of property through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and valuation techniques; conduct 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.

Physically inspect residential property parcels and structures; record a description of the type and class and quality of residential 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.

Answer questions and complaints from property owners; explain departmental policies and procedures and state statutes concerning residential property appraisal; establish and maintain computer records and reports; meet in person with property owners during informal valuation hearings to explain assessments, gather information, schedule and periodically conduct property inspections.

Under the general supervision of the Chief Field Deputy, establish and implement uniform and proportionate market values on individual classes and subclasses of residential property.

Plan and organize work activities and schedules of assigned staff to ensure attainment of appraisal team goals, adherence to department policies and procedures; instruct, coach, train and guide assigned staff to develop their overall performance capabilities.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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

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

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

Considerable knowledge and understanding of inferential statistical and exploratory data analysis.

Considerable knowledge and understanding of statistical modeling concepts and market regression analysis.

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

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 four 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.

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