

City and Borough Sitka, Alaska

Class Specification

Class Title	Appraiser
Class Code Number	2167
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining unit
Effective Date	May 2018

General Statement of Duties

Under supervision, performs entry-level professional appraisal work of real and personal property through the routine application of appraisal techniques to determine the valuation of property.

Distinguishing Features of the Class

The principal function of an employee in this class is to assist the Assessor in the overall appraisal process including support for the valuation of all property within the City and Borough of Sitka for tax assessment purposes, and presentation of such information at appeal hearings. Appraiser learns and applies traditional and mass-appraisal techniques through formal education, on-the-job training, or appraisal assignments as necessary. Technical work is performed under general supervision of the Assessor.

Examples of Essential Work (Illustrative Only)

- Represents the Assessing Department and the City and Borough of Sitka, at-large, in frequent contact with property owners, the general public and at the Board of Equalization hearings;
- Assists in performing on-site inspections of real and personal property as necessary to collect property characteristic data necessary for valuation;
- Works with computerized appraisal systems and equipment as required;
- Updates the property record files, Access data base and photos with data collected from the field inspection;
- Prepares and enters Apex computerized drawings of real property structures;
- Assists in the process to predicate fair market value of property;
- Collects, verifies and reviews sales information to compare with proposed assessed values;
- Assists in preparing data and information for hearings before the Board of Equalization;
- Performs other related work as assigned in connection with compiling market data for property valuation and tax roll preparation;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps Assessor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as assigned;

Required Knowledge, Skills and Abilities

- Good knowledge of legal land descriptions, deeds, leases and sales contracts, and real and personal property appraisal terminology;
- Ability to operate a personal computer. Proficient in Microsoft Excel, Word and Access;
- Ability to add, subtract, divide and derive percentages;
- Ability to maintain a wide variety of records and files, both paper and electronic;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Either:

1. Two (2) years of experience in an appraisal field (fee and/or ad-valorem); **OR**
2. Certification from the Alaska Association of Assessing Officers (AAAO) as a Certified Assessor Appraiser Level II or higher; **OR**
3. A Regional Occupational Certificate for Real Estate or Property Appraisal, or a reciprocated license; **OR**
4. Thirty (30) units of course work towards a college degree in real estate, business, economics or a closely related field from an accredited U.S. college, university or a certified foreign studies equivalency.

NOTE: Offer of employment is contingent upon a review of applicant's driving record. Continued employment and advancement opportunities depend on successful completion of any required training or education, meeting the requirements of the next classification level, and acceptable job performance. These requirements must each be met in order for the incumbent to advance to the next higher Appraiser classification and for continued employment within the department.

Required Special Qualifications

- High school diploma or equivalent;
- Possession of a driver's license issued by the State of Alaska at time of appointment and for continued employment;
- Within 24 months of employment obtain and maintain Level II Alaska Association of Assessing Officers certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with citizens and other employees both over the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect maps and contracts and to produce and review a wide variety of written other materials in both hard copy and electronic form both in the office and the field;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform real and personal property measurement and inspection and to operate a computer keyboard or electronic tablet;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit and inspect facilities and construction sites in all weather conditions at various locations on a regular basis.

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