

DISTINGUISHING FEATURES OF THE CLASS: The Examiner/Appraiser will assist in making both document and field inspections of property that is owned, liened, or of some other interest to the employing municipality. Work is performed under general supervision and in accordance with established policies. Supervision may be exercised over assigned staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts field inspections of real property and documents findings;

Collects data about property ownership and parcel identifications;

Inspects and verifies dwelling characteristics and evaluates the condition of properties;

Reviews deeds and other property records to identify and discover pertinent information;

Confers with legislators, legal staff, or others to explain factors used in determining condition and/or valuation;

Identifies hazards and/or dangerous conditions upon real property;

Estimates the fair market value of property;

Assists in property management and maintenance recommendations;

Utilizes GPS and/or software to navigate to parcels throughout the County.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principles, practices and theory of real property valuation, appraisal, and assessment; aptitude for conducting property inspections; clean driver's license; computer skills including word processing; good knowledge of basic arithmetic; some knowledge of building materials and construction; working knowledge of legal terminology used in deeds, liens, property descriptions, and tax records; demonstrated ability to make accurate

appraisals of real property; ability to perform basic title searching activities; ability to perform clerical operations with letters and numbers; ability to organize data into tables and records; ability to prepare reports; good communication and observation skills; integrity; and honesty.

MINIMUM QUALIFICATIONS: Three years of acceptable experience* in a position involving the use of independent judgment in the appraisal and valuation of real property. Two years of college study in an appropriate field may be substituted for one year of work experience.

**Acceptable experience would include experience as a Real Property Appraiser, Real Estate Broker, Real Property Appraisal Aide, Real Property Data Manager, or similar positions, providing that such experience included the use of independent judgment in the appraisal and valuation of real property.*