



City of Charlottesville

Appraiser I or Appraiser II

To Apply: Applications are only accepted online through the City of Charlottesville employment page and must be submitted prior to the listed closing date and time.

SALARY	\$42,010.24 - \$61,131.20 Annually	LOCATION	Charlottesville, VA
JOB TYPE	Regular Full-Time	JOB NUMBER	230600026
DEPARTMENT	Finance Department	DIVISION	Real Estate Assessor
OPENING DATE	07/31/2023	CLOSING DATE	Continuous
BARGAINING	N/A		
UNIT			

General Summary



The City of Charlottesville Finance Department is seeking candidates to be considered for **Appraiser I or Appraiser II** who are highly motivated and who strive for success by demonstrating Charlottesville's Core Values of Leadership, Trust, Creativity, Respect, and Excellence.

The preferred hiring range for this position is between \$42,010.24 - \$61,131.20 Annually and may be filled as a Appraiser I or Appraiser II. Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt, position which provides excellent benefits including 13 paid holidays plus 1 floating holiday, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, gym membership reimbursement (up to \$34 a month), tuition reimbursement (up to \$3,000 per fiscal year), and continuing education/training opportunities.

- **For a general summary of benefits offered by the City,** please click the 'benefits' tab on this posting, or visit <https://www.charlottesville.gov/1047/Employee-Benefits>.
- **The City of Charlottesville manages its own retirement system** and does not participate in VRS, however the City has a Portability Agreement with VRS and there are certain provisions that must be met. For questions pertaining to the Portability Agreement, please contact the City's Benefits Administrator at 434-970-3462.

This position performs work of significant difficulty in appraising real estate for tax assessment purposes. Reports to the Appraiser Supervisor.

NOTE: This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.

Essential Responsibilities and Duties

- Assignments frequently involve appraisals of the more difficult and complex residential, commercial, industrial, and special purpose properties.
- Inspects properties to evaluate quality of construction, dimensions, improvements, site characteristics, condition, utilities, income and vacancy rates, and other factors considered in the appraisal process.
- Collects data contained in plans, specifications, building permits, public records, deeds and property record cards, etc.
- Responds to inquiries from property owners on all aspects of valuing property, including sales, current market trends, neighborhood characteristics, and pertinent laws and codes.
- Evaluates information collected during fieldwork and utilizes a computer-aided, mass-appraisal model to derive individual property values.
- Calculates statistical data such as COD's, PRD's, and median sales ratios to evaluate the accuracy of the model. Uses income data collected to establish gross rent multiplier, capitalization, vacancy rates, and expense ratios.
- Uses price per square foot, quality of construction, and sales prices to design cost tables used in valuing property.
- Reviews building permits to determine code mandated value as of January 1st of every year and whether totally or partially complete. Inspects permitted properties to determine the value added when completed.
- Makes partial year assessments of new construction required for the valuation and billing of properties by Treasurer's Office.
- Investigates complaints and/or appeals of property assessments. Explains the appraisal process, State and local codes and laws to complainants.
- Reviews disputed assessments; conducts reassessments; and prepares recommendations for disposition to the Board of Equalization as appropriate.
- Performs spontaneous inspections and reviews of existing appraisals for City's Abatement Program.
- Compares inspections prior to and after construction to establish contributory value of construction.
- Answers a broad range of questions from the public pertaining to real estate matters, including market trends, construction costs and values, rental information, development trends, market sales, plats, deeds, and real estate laws and codes.
- Performs other duties assigned.

This position may be filled as a Appraiser I, depending on qualifications and experience. To view the Minimum Qualifications and the full Job Description for the Appraiser I, click the following link:

<https://www.governmentjobs.com/careers/charlottesville/classspecs/103326>

Education, Experience and Skills

Minimum Qualifications for Appraiser II:

- Any combination of education and experience equivalent to graduation from an accredited college or university with course work in real estate, business, marketing, economics, or related fields.
- Five (5) or more years of experience in mass appraisal work.
- Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

In addition, eligible candidates will have successfully completed the following real estate courses required for State certification and professional designation:

- IAAO Course 101: Fundamentals of Real Property Appraisal
- IAAO Course 102: Income Approach to Valuation
- IAAO Course 300: Fundamentals of Mass Appraisal
- IAAO Course 311: Residential Modeling Concepts
- IAAO 151 Workshop: Standards of Practice and Professional Ethics

Minimum Qualifications Appraiser I:

- Any combination of education and experience equivalent to an Associate's Degree from an accredited college or university with course work in real estate, business management, finance, economics, or related field.
- Experience which relates to an understanding of appraisal principles, theories, methods and techniques, preferably in an Assessor's office.
- Previous data collection and/or computer entry experience.

- Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.
- Within two-years of employment start date, successfully have completed and passed the following IAAO (International Association of Assessing Officers) courses:
 1. IAAO Course 101: Fundamentals of Real Property Appraisal
 2. IAAO Course 300: Fundamentals of Mass Appraisal
- Must meet qualifications prescribed by the Department of Taxation

Skills: General knowledge of the principles and practices of mass appraising for assessment purposes; general knowledge of building construction practices and for building and land values; working knowledge of the state laws, charter provision and municipal ordinances relating to real property assessing; ability to read and understand building construction plans and specifications; cadastral mapping and GIS systems; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to deal effectively with the public and other employees; Ability to gather and list data; must be detail oriented and excellent attention to detail. Ability to operate standard office equipment, computers, calculators and related software programs. Ability to establish and maintain effective working relationships with other employees, general public, and others; and can work well both independently and collaboratively.

Physical Conditions & Additional Information

Physical requirements of this position as outlined by the Department of Labor: LIGHT WORK: Ability to lift up to 20 lbs. occasionally and/or up to 10 lbs. frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires the ability to lift or move more than 20 lbs. for sedentary work and the worker sits most of the time, the job is rated for light work. Physical demand requirements are in excess of those for Sedentary Work.

The majority of time spent in this position involves inside work; however, in the course of field visits, position may be exposed to extreme temperatures, allergens, walking over rough or uneven surfaces, bending, stooping, and standing. This position also requires the regular use of or subject to driving a City vehicle and is subject to the vehicle use policy and procedures. The noise level in the work environment is usually moderate.

Agency

City of Charlottesville

Address

P. O. Box 911
605 East Main Street
Charlottesville, Virginia, 22902

Phone

(434) 970-3490

Website

<http://www.charlottesville.gov/jobs>

Appraiser I or Appraiser II Supplemental Questionnaire

*QUESTION 1

Do you have any combination of education and experience equivalent to an Associate's Degree from an accredited college or university with course work in real estate, business, marketing, economics, or related field?

- Yes
- No

***QUESTION 2**

Please indicate your level of experience performing mass appraisal work:

- Less than one year
- One to less than three years
- Three to less than five years
- Five years or greater

***QUESTION 3**

Briefly describe your experience which relates to your understanding of appraisal principles, theories, methods, and techniques. If no experience, write 'none.'

***QUESTION 4**

Please indicate the following real estate courses required for State certification and professional designation that you have successfully completed and passed: (check all that apply)

- IAAO Course 101: Fundamentals of Real Property Appraisal
- IAAO Course 102: Income Approach to Valuation
- IAAO Course 300: Fundamentals of Mass Appraisal
- IAAO Course 311: Residential Modeling Concepts
- IAAO 151 Workshop: Standards of Practice and Professional Ethics
- None of the above

***QUESTION 5**

Do you possess a valid driver's license and are you willing to provide a certified copy of your DMV driving record, if selected as a finalist, for the City to confirm your driving eligibility?

- Yes; I possess a valid driver's license and am willing to provide a certified copy of my DMV driving record.
- No; However, I am willing and able to obtain a valid driver's license and am willing to provide a certified copy of my DMV driving record.
- No; I do not have a valid driver's license, nor am I willing or able to obtain one, and/or am not willing to provide a certified copy of my DMV driving record.

***QUESTION 6**

To be considered, qualifying education and experience, including City of Charlottesville employment, must be clearly documented in the education, work history, and additional information sections of the employment application. Resumes can be attached but should not be used as a substitute for the required information on the application. I understand that an attached resume may not be accepted in place of a completed employment application and that my qualifications should be stated on the employment application itself.

- Yes
- No

***QUESTION 7**

I certify that the information above is true and correct, and I certify that it can be verified with reference to the information in my basic application. I understand that my application may be rejected if the responses to supplemental questions do not match my basic application.

- Yes

No

* Required Question