

**PROPERTY TAX APPRAISER I****NATURE OF WORK IN THIS CLASS:**

This is routine to moderately complex technical work involved in real estate appraisals for tax purposes.

Employees in this class independently conduct field inspections and appraisals of simple to moderately complex residential and commercial buildings and structures for tax assessment, and work under close supervision on more complex developmental assignments.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Conducts simple to moderately complex appraisals of buildings and structures involving primarily residential homes and small commercial buildings; inspects and verifies demolished buildings, real estate improvements, new constructions, and conditions of pre-existing buildings.

Measures exterior dimensions; makes sketches of building perimeter or ground floor; observes construction quality and building components such as number of plumbing fixtures, floor covering, walls, roof, interior designs; classifies buildings according to established categories or equivalents; provides vicinity sketch of building location on property record card.

Makes computations to determine assessment values and taxes in accordance with established guidelines.

Reviews land documents, building permits and construction blueprints to obtain and verify information needed for tax assessment.

Makes an update on the tax rolls in accordance with inspection and appraisal findings.

Responds to inquiries relating to building appraisals and tax assessments.

Maintains property tax records.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the basic materials used in building construction.

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Knowledge of mathematics used to determine perimeter, area, volume and percentages.

Knowledge of the various transactions involved in executing titles to real property.

Ability to learn and apply pertinent statutory and regulatory requirements in real property taxation.

Ability to learn and apply property tax appraisal methods and techniques.

Ability to read maps and physically locate real estate properties on the Territory.

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

Skill in the use of adding machines and calculators.

Skill in the safe operation of motor vehicles.

**MINIMUM EXPERIENCE AND TRAINING:**

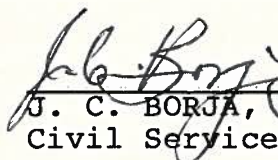
- a) Two years of experience in property tax assessment or related technical work involving real estates and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid driver's license.

AMENDED: October, 1984

PAY RANGE: 24

  
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J. C. BORJA, Executive Director,  
Civil Service Commission