

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

This is complex technical work involved in real property tax appraisal work.

Employees in this class perform the full range of real estate appraisals of all types of residential and commercial/industrial buildings and structures, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced technical staff.

**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.)

Responsible for all appraisals on assigned geographical areas; leads lower level appraisers; performs field inspections and assessments of pre-existing buildings, new improvements, new constructions and related real estate transactions for tax purposes.

Classifies individual buildings by their structures and components in accordance with established guidelines; updates and/or establishes new property tax appraisal records; computes real property tax assessment.

Makes field inspection and verification of building appraisals in response to taxpayer complaints.

Prepares and maintains new map sheets based on new parceling and/or new subdivisions of private properties as recorded at the Department of Land Management.

Explains real property tax appraisal procedures and tax assessment requirements to the public.

Maintains records.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles of Real Property Valuation.

Knowledge of the basic materials used in building construction.

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

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

Knowledge of property tax appraisal methods and techniques.

Ability to lead the work of others.

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

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) Three years of technical experience in tax appraisal work and graduation from high school; or
- b) Graduation from a recognized college or university with a Bachelor's degree in Real Estate or related field; or
- c) 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: 30

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