

## Job Description

<b>Job Title: Residential Appraiser</b>	<b>Prepared By: County Assessor</b>
<b>Classification: Full-time</b>	<b>Prepared Date: May 12, 2015</b>
<b>Department: Assessor</b>	<b>Approved By: Human Resources</b>
<b>Reports To: Assessor &amp; Deputy</b>	<b>Approved Date: 2/3/2016</b>
<b>Location: 525 E. Grand Ave</b>	<b>FLSA Status: Non-Exempt</b>

**Job Summary:** To determine market values, on an annual basis, for all residential, commercial, and industrial property within Albany County as mandated by Wyoming State Statute. Receive general direction from County Assessor.

### **Essential Duties and Responsibilities:**

1. Use Computer Assisted Mass Appraisal (CAMA) system to list and appraise real property; establish market value of real property; determine fair and equitable market values on personal property; use the State of Wyoming system to generate reports to ensure uniformity and consistency countywide; list all new construction using the state computer system to list physical characteristics and to vector improvements.
2. Perform multiple regression analysis - including model building, specification, and calibration (model testing, quality control, and correlation of values).
3. Perform statistical analysis of projected market value - ensuring coefficient of dispersions (COD), median ratios, and price related differentials (PRD) are within ranges defined in the Wyoming State Statutes.
4. Verify sales data, check data accuracy, and research outliers.
5. Work directly with field inspectors.
6. Determine fair market value of new land parcels generated by property splits or the creation of new subdivisions; valuation based on land size, neighborhood, current market data, location, and amenities; land values for residential and commercial parcels are generated using the CAMA system which includes a computer assisted land pricing program.
7. Create and modify neighborhoods and their boundaries on an annual basis (defined as a geographical area used for valuation purposes, usually containing homogeneous properties that share important locational characteristics).
8. Supervise and locate properties throughout the County using legal descriptions, records, maps, and photographs; create report format for neighborhood and characteristic analysis.
9. During property appeal, conduct an informal review with protestant to attempt to reconcile differences.
10. Work with various County record systems for research and records retrieval; assist in the research of land and improvement records for inclusion in appraisal reports.
11. Meet with commercial property owner/managers to ensure properties are classed appropriately by use and content.
12. Work with field employees with projects, and monitor assigned projects.
13. Provide staff assistance to the County Assessor; prepare and present staff reports and other necessary correspondence.
14. Respond to and resolve difficult inquiries and complaints.

15. Adhere to safe work practices and procedures.

16. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned; attend annual continuing education classes as required by Wyoming State Statute.

17. Perform related duties and responsibilities as required.

## **Qualifications/ Requirements:**

### **Knowledge of:**

- Advanced principles and practices of property improvements, building construction, and building materials.
- Advanced principles and practices of property appraisal and land economics.
- Advanced principles of mathematics.
- Appraisal systems and methods of determining estimated market value approved by the State of Wyoming.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Statistical analysis and software.
- Multiple regression analysis (model building, specification and calibration)
- Modern office practices, methods, and equipment.
- Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Safe work practices.
- Principles and practices used in dealing with the public.
- Principles and practices of data collection and report preparation.
- Safe driving principles and practices.

### **Skill to:**

- Operate modern office equipment.
- Operate a motor vehicle safely.

**Education/ Training/ Experience:** High School Diploma or equivalent. Familiar with all software related to property valuation. Must be current with education for certification of mass appraiser with State of Wyoming. Knowledge of Land Economic Area and Neighborhood designations and boundaries for valuation.