

JOB TITLE: Chief Appraiser

TAX/2

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position performs administrative, supervisory and technical duties in support of the real estate appraisal functions of the department.

MAJOR DUTIES:

- o Trains, assigns, schedules, supervises, evaluates, and disciplines personnel; oversees the day to day operations of the division.
- o Plans, directs, and coordinates the reappraisal program for the county; compiles records, analyzes and maintains a variety of data related to real property sales; develops, administers, and maintains computer software resources.
- o Oversees and participates in the maintenance of a variety of records, reports, and forms; coordinates data processing resources.
- o Develops and implements policies and procedures for compiling and maintaining data.
- o Supervises and participates in the appraisal of farm, residential, commercial, industrial, and mobile home properties to determine their value; photographs and sketches layouts of structures; determines grade of material and quality of workmanship.
- o Oversees the administration of the Land Use Program.
- o Assists the public with inquiries concerning appraised values and procedures; serves as technical advisor to the Board of Equalization and Review, the North Carolina Tax Commission, and the North Carolina Appeals Courts.
- o Participates in the development and implementation of valuation policy.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern real and personal property appraisal principles and practices.
- o Knowledge of state laws pertaining to property appraisal and taxation.
- o Knowledge of the geography and location of property in the county.
- o Knowledge of typical income, expense, and capitalization rates.
- o Knowledge of accounting, budgeting, and financial management concepts and practices.

- o Knowledge of computerized systems for property valuation.
- o Knowledge of statistical analysis techniques.
- o Skill in performing advanced mathematical calculations.
- o Skill in conducting statistical research and preparing reports.
- o Skill in utilizing a personal computer and various database and spreadsheet software programs.
- o Skill in developing computer software programs and applications.
- o Skill in utilizing general office equipment such as a typewriter, calculator, and copier.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Tax Administrator assigns work in terms of division goals and objectives. The work is reviewed through reports, conferences, and observation of division activities.

**GUIDELINES:** Guidelines include the *Uniform Standards of Professional Appraisal Practice*, state rules and regulations, appraisal principles, property valuation guides, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

**COMPLEXITY:** The work consists of varied administrative, supervisory, and technical duties. Time constraints contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to performing and supervising the performance of real estate appraisals. Successful performance helps ensure that taxes are equitably assessed and provides a positive public image of the county government.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, industry representatives, members of the Board of Equalization, property owners, appraisers, surveyors, state government officials, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, provide services, motivate personnel, and justify or defend matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, or walking.

**WORK ENVIRONMENT:** The work is typically performed in an office and sometimes outdoors when appraising properties.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Commercial/Industrial Appraiser (1), Real Property Appraiser II (1), Real Property Appraiser I (2), Present Use Value Specialist (1), Appraisal Technician (2), Administrative Technician (2), Motor Vehicle Specialist (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain certification as a tax appraiser by the ad valorem Tax Division of the North Carolina Department of Revenue and by the North Carolina Association of Assessing Officers.