

LANCASTER COUNTY  
SENIOR RESIDENTIAL PROPERTY APPRAISER

NATURE OF WORK

This is responsible technical work coordinating the appraisal process for residential property in Lancaster County.

Work involves responsibility for the appraisal and assessment of residential property and for determining property value through the application of established procedures and standards which include: physical inspection of the property; researching appropriate data; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. Work also involves preparing narrative appraisal reports, participating in special appraisal projects, and testifying as an expert witness. An employee in this classification uses considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies and procedures, and in accordance with state statutes. General guidance and supervision is received from the Chief Field Deputy or other administrative superior with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Represent the County Assessor at County Board of Equalization hearings; serve as an expert witness as to the residential property values in Lancaster County.

Assist in the preparation of narrative appraisals of residential properties for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Determine land values of property through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; prepare benchmark appraisals utilizing the cost, comparative sales, and income approach.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties.

Physically inspect residential property parcels and structures; record a description of the type and class and quality of residential property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

Answer questions and complaints from property owners; explain departmental policies and procedures and state statutes concerning residential property appraisal; establish and maintain computer records and reports.

Under the general supervision of the Chief Field Deputy, establish and implement uniform and proportionate market values on individual classes and subclasses of residential property.

May supervise and assist in training subordinate employees.

#### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the principles, methods, practices and techniques of residential property assessment.

Thorough knowledge of the statutes and ordinances governing residential property assessment.

Thorough knowledge of surveying, mapping, zoning, and architecture as they apply to appraisals.

Considerable knowledge and understanding of statistical modeling concepts and market regression analysis.

Considerable knowledge of the functions and capabilities of data processing related to property assessment and appraisal.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials, and the general public.

Ability to write technical reports and explain technical information to lay people.

Ability to deal effectively with the general public under adverse circumstances.

Ability to gather and document physical data obtained from residential property parcels and structures.

Ability to accurately perform mathematical calculations.

Ability to use various software including Microsoft Word, Excel and Outlook with a general knowledge of personal computer file structure and functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus considerable experience in appraising residential property. Some experience utilizing CAMA system modeling in a mass appraisal environment preferred.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus experience appraising residential property or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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