

LANCASTER COUNTY APPRAISAL SUPERVISOR

NATURE OF WORK

This is responsible professional work as a working supervisor coordinating the appraisal process for real property in Lancaster County.

Work involves responsibility for the appraisal and assessment of real property and for determining property value through the application of established procedures and standards which include: physical inspection of property; researching appropriate information; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. Work also involves preparing appraisal reports, participating in special appraisal projects, and testifying as an expert witness. An employee in this classification is expected to use 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 Deputy or other administrative superior with work being reviewed through conferences and results received. 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 before the County Board of Equalization as to property values in Lancaster County.

Assign, supervise and evaluate the work of subordinate appraisers and support staff; train and/or assist in the training of subordinate employees.

Author narrative appraisals of real properties for T.E.R.C. (Tax Equalization and Review Commission) actions.

Establish and maintain necessary computer records and reports.

Record descriptions of type, class and quality of real property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; and determine property classifications of a variety of structures.

Determine property values through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; verify sales information for use in establishing market value; prepare benchmark appraisals utilizing the cost, comparative sales and income approaches to value.

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

Answer questions and complaints from property owners; explain department policies and procedures as well as state statutes.

Establish and implement uniform and proportionate market value on individual classes and subclasses of property; participate in the appraisal of complex properties.

Review property protests filed with the County Board of Equalization, and make recommendations on those protests.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods, practices, terminology and techniques of real property appraisal and assessment.

Thorough knowledge of the statutes, rules and regulations governing real property assessment.

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

Ability to collect and analyze complex data.

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

Ability to prepare clear and concise reports and testimony.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in appraisal, real estate, math, business or public administration or related field, plus thorough experience appraising real property and considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

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

NECESSARY SPECIAL REQUIREMENTS

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

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