

Job Description Appraiser - Trainee

FLSA Code: Non-Exempt

Position Summary/Purpose:

To thoroughly, accurately, and timely perform residential, commercial, or personal property appraisal work relative to assigned properties with considerable oversight as a trainee; gathering and utilizing available data and approved methodologies to arrive at market values.

Essential Job Duties/Responsibilities:

- Locates, performs field inspections and reinspections, accurately measures, collects and/or verifies previously collected data, and classifies properties for property valuation purposes.
- Applies and adheres to established techniques, policies, and procedures in arriving at market values.
- Verifies residential sales and other data for maps, ratio studies, and appraisal workfiles.
- Analyzes collected data through use of spreadsheets, various mathematical and statistical calculations, charts, graphs, and other means.
- Devises, pre-tests, and produces values using mass appraisal models
- Reviews building permits to determine the nature (new construction, add-on, remodeling, etc.) and extent of permitted work, work completion percentages, and possible classification and value adjustments.
- Utilizes a computer workstation and available applications software to retrieve, manipulate and input data.
- Responds to inquiries, complaints, and informational requests from property owners or their authorized agents over the telephone, in person, and/or via written correspondence.
- Represents the district and negotiates property values in informal value protest sessions.
- Prepares and presents information and defends appraisal district values before the Appraisal Review Board.
- Performs other duties as assigned.

Reports to: Director of Appraisal or other designated supervisor

Minimum Required Qualifications:

Skills/Abilities

- To work productively, both independently and in cooperation with co-workers and the general public
- To effectively and tactfully explain (both verbally and in writing) technical information in understandable terms to non-technicians and others
- To thoroughly and accurately perform basic research, mathematical and statistical computations, and data analysis
- To correctly read and interpret maps and plats and locate properties
- To timely progress through the Texas Department of Licensing and Regulation successfully completing Courses 101, 102 & 30 within 12 months of registration thus beginning the process leading to certification as a Registered Professional Appraiser
- To operate personal computers, printers, copiers, calculators, and other office equipment and devices

Knowledge

- Of the principles, practices, and approaches to property appraisal, including mass appraisals
- Of the Texas Property Tax Code and its provisions applicable to property appraisals
- Of the Uniform Standards of Professional Appraisal Practice and IAAO Standards
- Of personal computers/computer workstations and appraisal programs, including mass appraisal applications or equivalent software

Education/Experience

- Any combination of education and experience equivalent to four years of college or four years of related appraisal experience.

Other Requirements

- Commitment to teamwork and providing exceptional public service
- Must have and maintain a Texas-licensed vehicle with a valid vehicle safety inspection sticker
- Must possess and maintain a valid Texas Driver's license
- Must furnish proof of and maintain current vehicle liability insurance with limits not less than those mandated by state law
- Must be able to work some weekends and/or extra hours.

Work Environment

- Includes both office and field work, exposing incumbents to computer screens and office equipment in the first instance and varying weather conditions, land and structures in different stages of development, and various environmental elements (dust, dirt, noise, etc.) in the second
- Work may, on occasion, entail light lifting

(This job description provides a descriptive list of the range of duties and responsibilities undertaken by the employee. It is *not* intended or designed to reflect all the duties and responsibilities of the position. Furthermore, this job description does not constitute an employment agreement between the Wichita Appraisal District and the applicant or employee and is subject to change as employer needs and job requirements change)