

REAL ESTATE APPRAISER/BUSINESS PERSONAL PROPERTY SPECIALIST

GENERAL STATEMENT OF DUTIES

Responsible for appraising residential, commercial and industrial properties for tax purposes, conducting field investigations, and assisting citizens with both real and business personal property appraisal and other tax matters. Appraises business personal property and performs clerical duties that provide support functions for the Assessor and Collector.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing appraisal work in determining monetary value of residential, commercial, industrial and vacant properties in the county. Involves sketching layouts of structures, determining size, type of construction, grade of material, quality of workmanship and other related appraisal data needed to arrive at the market value. Tact, courtesy, and firmness are required in frequent contact with taxpayers. Considerable independent judgment and initiative must be exercised in correctly evaluating a value for properties. Work is performed under general supervision of the Tax Assessor and is reviewed for compliance with current departmental appraisal methods and procedures. An employee in this class is also responsible for appraisal of business personal property in accordance with Department of Revenue schedules.

DUTIES AND RESPONSIBILITIES

- *Appraises residential dwellings; determines exterior dimensions of dwellings; photographs buildings; appraises as to type of foundation, exterior walls, roof, number of rooms, basement and interior finish, insulation, heating and air conditioning; determines functional and physical depreciation of residence. Inspects new construction, renovations, additions and demolitions to determine value.
- *Appraises commercial and industrial buildings; measures outside dimensions of structure and appraises as to type of foundation, exterior walls, roof, floors, interior finish, heat and air conditioning; and related materials and equipment; determines physical and functional depreciation of buildings.
- *Grades structures as to grade and material and quality of workmanship.
- *Appraises vacant properties according to Schedule of Values, lots in subdivisions, and other land splits; considers features of the land and investigates selling price of similar properties to determine market value.
- *Uses a variety of tax and land use records to obtain data such as location, owner, and sales price and dimensions plus maintains a wide variety of records needed to defend appraisals.
- *Maintains property record cards with taxpayer's real property information.
- *Provides customer service to professionals and general public; provides property values and responds to tax inquiries and concerns; schedules site visits and reviews as requested; advises taxpayers of their rights to appeal.

*Assists in clerical duties such as collection and listing of taxes as well as assisting with mapping in absence of mapper.

*Appraises business personal property in accordance with schedules provided by N.C. Department of Revenue.

*Obtains real estate certification from NCDOR within 2 years of employment.

*Performs other duties as assigned.

TRAINING AND EXPERIENCE

Requires graduation from high school with course work and/or experience in real estate, business, or related field most desirable. General knowledge of real estate appraising for assessment purposes; general knowledge of building construction practices and of building and land values; general knowledge of state laws and ordinances relating to real property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to deal effectively with the public and co-workers. Possession of or ability to obtain real property appraisal certification issued by the North Carolina Department of Revenue within two years of employment. Must have a valid North Carolina driver's license.

APPLICATIONS

Applications may be picked up and returned to the Tax Office.

261 Courthouse Drive # 3, Hayesville, NC 28904