

City and Borough Sitka, Alaska

Class Specification

Class Title	Appraisal Technician – Assessing Department
Class Code Number	2165
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining unit
Effective Date	July 2014

General Statement of Duties

This is an entry-level position in the field of real property appraising with emphasis on the inventory and classification of real property improvements and land features through field inspections.

Distinguishing Features of the Class

The principal function of an employee in this class is to assist the Assessor in the overall appraisal process including support for the valuation of all property within the City and Borough of Sitka for tax assessment purposes. Technical work is performed under the direct supervision of the Assessor.

Successful applicant will serve as Appraisal Technician for two years, after which time he/she must meet the minimum qualifications of Appraiser. At that time he/she will be placed at the Appraiser position's appropriate pay range and step.

Examples of Essential Work (Illustrative Only)

- Represents the Assessing Department and the City and Borough of Sitka, at-large, in frequent contact with property owners and the general public;
- Assist in performing on-site inspections of real property to determine building specifications, dimensions, grades and quality of workmanship and materials;
- Works with computerized appraisal systems and equipment as required;
- Updates the property record files, Access data base and photos with data collected from the field inspection;
- Prepares and enters Apex computerized drawings of real property structures;
- Assist in the process to predicate fair market value of property;
- Collect and review sales information to compare with proposed assessed values;
- Assist in preparing data and information for hearings before the Board of Equalization;
- Perform other related work as assigned in connection with compiling market data for property valuation and tax roll preparation;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned;

Required Knowledge, Skills and Abilities

- Good knowledge real and personal property appraisal terminology;
- Ability to operate a personal computer. Proficient in Microsoft Excel, Word and Access;
- Ability to add, subtract, divide and derive percentages;
- Ability to maintain a wide variety of records and files, both paper and electronic;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Two years experience as a real estate agent, property manager, construction worker or related work experience which would provide knowledge of the quality of construction and related costs.
- Some experience in customer service, bookkeeping, map reading, real estate terminology or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- High school diploma or equivalent;
- Possession of a driver's license issued by the State of Alaska;
- Within 24 months of employment obtain Level I Alaska Association of Assessing Officers certification;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with citizens and other employees both over the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect maps and contracts and to produce and review a wide variety of written other materials in both hard copy and electronic form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform real and personal property measurement and inspection and to operate a computer keyboard;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit and inspect facilities and construction sites in all weather conditions at various locations;

• • • END • • •