

# City and Borough Sitka, Alaska

## Class Specification

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| <b>Class Title</b>         | <b>Appraisal Technician – Assessing Department</b> |
| <b>Class Code Number</b>   | <b>2165</b>  |
| <b>FLSA Designation</b>    | <b>Non-Exempt</b>                                  |
| <b>Pay Grade and Range</b> | <b>ASEA Bargaining unit</b>                        |
| <b>Effective Date</b>      | <b>May 2018</b>                                    |

### General Statement of Duties

This is an entry-level position in the field of appraising with primary emphasis on the administrative maintenance of the real and personal property tax base, and secondary emphasis on the inventory, classification and valuation of real and personal property.

### 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 administrative and technical 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 until such time that he/she meets 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 the public, owners of record, attorneys, title companies and various agencies regarding all aspects of property description, ownership and assessments, providing information as necessary and directing inquiries to local, state or federal agencies as needed;
- Performs technical and occasionally complex review of legal documents and descriptions for all properties located in the Sitka Borough. Determines accuracy of all documents in regards to chain of title, legal descriptions, etc. Processes the documentation of all ownership changes, leasehold and/or other interests that are taxable and/or non-taxable. Verifies owner, location, and description for all recorded plats, and re-platted parcels within the borough;
- Coordinates with Planning Department, and other departments as necessary, on the drafting of parcels onto assessing or GIS maps and in maintaining accuracy of information displayed on the municipal GIS website;
- Processes returned business and personal property declarations, analyzes content and reconciles filings from year-to-year, determines the need for audit, and prepares documents for audits or appeals as directed;

- Prepares real and personal property tax declarations, assessment mailings, and tax rolls for certification, prepares assessment appeal documents as directed for appraisal staff;
- Maintains mailing and public notice database and publishes required public notices for all assessment statutory deadlines;
- Acts as the department purchasing manager, monitors expenditures and encumbrances, prepares operational budget summaries as directed;
- Processes and records property ownership changes by entering addresses, legal descriptions and name changes to assessment records;
- Obtains subdivision plats from the planning department, records all necessary information and enters information in subdivision book and computer;
- Monitors building permit records and as-built surveys and enters workflow into property tax database;
- Processes and audits Senior Citizen/Disabled Veterans exemption applications;
- Assists in performing onsite inspections of real and personal property as necessary to collect property characteristic data necessary for valuation;
- Works with computerized appraisal systems and equipment as required;
- Maintains all administrative aspects of the real and personal property accounts and the department website;
- Assists with the preparation of Apex computerized drawings of real property structures;
- Assists in the process to predicate fair market value of property;
- Collects, verifies and reviews sales information to compare with proposed assessed values;
- Performs other related work as assigned in connection with compiling market data for property valuation and tax roll preparation;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps Assessor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- 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 of legal land descriptions, and real and personal property appraisal terminology;
- Good knowledge of real property deeds, leases and sales contracts;
- 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 and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Either:

1. Two (2) years of experience in one or more of the following:
  - a. A real estate related field (realtor, broker, mortgage banking, surveyor or title agent),
  - b. An appraisal field (fee and/or ad-valorem),
  - c. Construction field (general contractor, engineer of I.C.B.O. inspector); **OR**
2. Three (3) years of clerical experience with responsibilities that include processing deeds, institutional exemptions, leases or other property documents relevant to the change of ownership or business personal property account management; **OR**
3. Certification from the Alaska Association of Assessing Officers (AAAO) as a Certified Assessor Appraiser; **OR**
4. A Regional Occupational Certificate for Real Estate or Property Appraisal, or a reciprocated license; **OR**
5. Thirty (30) units of course work towards a college degree in real estate, business, economics or a closely related field from an accredited U.S. college, university or a certified foreign studies equivalency.

**NOTE:** Offer of employment is contingent upon a review of applicant's driving record. Continued employment and advancement opportunities depend on successful completion of any required training or education, meeting the requirements of the next classification level, and acceptable job performance. These requirements must each be met in order for the incumbent to advance to the next higher Appraiser classification and for continued employment within the department.

**Required Special Qualifications**

- High school diploma or equivalent;
- Possession of a driver's license issued by the State of Alaska at time of appointment and for continued employment; and
- 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 both in the office and the field;
  - 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 or electronic tablet;
  - 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;
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