

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**COUNTY, TENNESSEE**  
**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: APPRAISER I – REAL PROPERTY**

**FLSA STATUS: EXEMPT-PROFESSIONAL**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized work associated with appraising real property to determine appropriate values for tax assessment purposes. Duties and responsibilities include inspecting and measuring real property, preparing documentation and maintaining records, conducting research, collecting data, providing information to taxpayers, and performing other duties as assigned. Reports to Real Property Supervisor.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Interprets and applies state and local laws pertaining to property appraisal and assessment.

Conducts field reviews of real property; locates and identifies real property, referring to various maps, property indexes, directories and other documents; measures improvement size, shape, and square footage; collects and records data relating to type of construction, age, building materials, appearance, or other conditions affecting values; identifies various types of construction; measures and lists new construction; draws structures and makes photographic records; makes calculations and applies data to property appraisals.

Prepares information to be included on detailed property record cards for use in calculating appraised values; reviews/interprets computerized PRC cards; identifies discrepancies and makes corrections.

Enters field data in the computer Appraisal System for use in calculating appraised values; reviews/interprets computerized PRC cards; identifies discrepancies and makes corrections. Determines effective ages and assigns applicable effective year built. Add to the end of the next paragraph; Gathers rents and cost data for various improvement types. Identifies negative factors relating to value.

Provides information and assistance to property owners, builders, installation specialists, surveyors, realtors, or other individuals regarding appraisal data, appraised values, ownership records, filing requirements, appeal rights, and related information; assists taxpayers in completing documentation or filing schedules; explains assessment laws to taxpayers; advises taxpayers of their rights to appeal to Board of Equalization.

Assists in defending appraised values and appeals at the county level as needed.

Updates various records as appropriate, including changes in subdivisions or mobile home parks; updates work maps.

Assists in processing greenbelt program applications; assists taxpayers with qualification information; forwards documentation as appropriate.

Reads and interprets floor plans, maps, plats, surveys, or other documents.

Prepares or completes various forms, reports, correspondence, notices, charts, schedules, or other documents.

Receives various forms, reports, correspondence, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Communicates with supervisor, employees, other departments, county officials, property owners, realtors, attorneys, accountants, government agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates/maintains a county vehicle in performing field reviews or other work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational training in property appraisal or property assessment; supplemented by six (6) to twelve (12) months previous experience and/or training involving property appraisal, property assessment, construction cost estimation, real estate, architecture, personal/business property valuation, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have Assessment Level I certification by the Tennessee State Board of Equalization. This certification requires passing grades on examinations in the following courses: Tennessee Assessment Law and Appraisal Fundamentals Course or Legal Issues for Assessors of Property, Records Management for Assessors, and Management Skills for Assessors; Basic Mapping Course; Course 101-Fundamentals of Real Property Appraisal; and Level I comprehensive exam. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general measurement tools.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to calculate square footage and surface areas.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, or animal bites/attacks.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Residential property appraisal/audits  
**Surface:** Varies from established lawns to construction sites with many hazards  
**Estimated Total Hours:**   3.5   **Maximum Continuous Time:**   1.5  

**2. SITTING**

**Tasks:** Operation of Company Vehicle/Clerical work in office  
**Estimated Total Hours:**   4   **Maximum Continuous Time:**   1.5  

**3. LIFTING/CARRYING**

**Objects:** Lap Top computer, carrying case, files (11-25lbs.), camera, clipboard, tape measure, measuring wheel (<10 lbs)

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>	X				
<b>11-25 lbs</b>		X			
<b>26-50 lbs</b>				X	
<b>51-75 lbs</b>					X
<b>76-100 lbs</b>					X
<b>&gt;100 lbs</b>					X

**4. PUSHING/PULLING**

**Objects:** tape measure, measuring wheel  
**Height of hands above floor during push:** 3-4feet

**5. CLIMBING**

**Tasks:** accessing 2<sup>nd</sup> and 3<sup>rd</sup> floors (residential appraisal and audits)

**Device:** Stairs  
**Height:** 10-12 feet per floor  
**Frequency:** daily

**6. BENDING/SQUATTING/KNEELING**

Tasks: Minimal  
Frequency: Minimal

**7. REACHING**

Tasks: retrieval of tools/equipment from right passenger seat and rear seat of county vehicle  
Hands Used: **RIGHT X** LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Right	2/day	2-4 sec	11-25 lbs
21-36"	Right/Back	4/day	N	1-2 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>20</u> % of time
Outside	<u>80</u> % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Desktop and laptop computer, HP calculator, Nextel mobile phone, county vehicle, digital camera, clipboard, tape measure, tape wheel, printer copier

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

**Exemption Status Test (Professional Employee)**

*~ The following questions to determine whether you've misclassified a worker as a learned professional:*

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
  
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
  
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		



\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date