

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: REAL PROPERTY SUPERVISOR
FLSA STATUS: EXEMPT-ADMINISTRATIVE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/administrative work associated with inspecting/appraising real property to determine fair value and appropriate tax assessment. Duties and responsibilities include supervising assigned staff, assisting in supervising appraisal/reappraisal activities, preparing for and participating in hearings, inspecting and appraising real property, resolving problems, preparing documentation and maintaining records, researching information, providing information and assistance, and performing other duties as assigned. Reports to Assessor.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

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

Assists in supervising activities and operations of the appraisal division, to include appraisal and review of all residential, commercial, industrial, and rural real property, analysis of sales/appraisal data for reappraisal and current value indexing purposes, and coordination of the reappraisal process; assists in planning, organizing, implementing, and controlling division work activities; instructs employees on correct procedures and new laws.

Coordinates problem resolution with mapping division; assists in coordinating division activities with those of other divisions/departments.

Assists in preparing and designing departmental computer programs.

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

Prepares and defends county appraisals of real property at formal hearings; coordinates hearing preparation activities; investigates terms and conditions impacting sales prices of property comparative to subject property under appeal.

Conducts appraisals of property as needed; conducts field reviews of real property; locates and identifies real property, referring to various maps, property indexes, directories, building permits, and other documents; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, property, improvements, demolished improvements, or other conditions effecting 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 detailed property record (CAAS) cards for use in calculating appraised values.

Reviews various records and documentation in association with determining appraised values; verifies sales data; verifies ownership for proper classification of property; identifies other factors impacting value of existing properties, such as remodeling, new features, depreciation, lending rates/terms, sales/ratio analysis, commercial cost data, changes in classification, changes in use, zoning changes, changes in area code, cost schedule changes, or external forces such as noise, traffic, pollution, or other factors; takes such factors into consideration in determining appraised values.

Calculates appraised values of real property; calculates approximate amount of property taxes due; maintains equalization of comparative properties.

Conducts field inspections of property for problem resolution and to maintain equity; checks location of buildings following mapping splits; checks mapping lines to solve assessment problems and correct records.

Assists in locating and identifying property records; prepares property records which are in need of updating for processing.

Performs research functions; researches legal records such as deeds, deeds of trust, leases, assessments, or other records; resolves discrepancies in information; identifies mapping and appraisal errors.

Calculates prorated property values; forwards documentation as appropriate.

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

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

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

Receives various forms, reports, correspondence, valuation guides, tax digests, depreciation tables, manuals, directories, 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, local businesses, realtors, fee appraisers, title researchers, attorneys, accountants, tax consultants, builders, planning/codes officials, government agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

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

Maintains County vehicles operated by the appraiser's of the Property Assessor's office and monitors the AVL's (Automatic Vehicle Locator) while the vehicles are in use.

Maintains and monitors the appraiser's cell phones and usage.

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.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Real Estate, Business Administration, Public Administration, or closely related field; supplemented by five (5) years previous experience and/or training that includes property appraisal, property assessment, construction cost estimation, residential/commercial real estate, architecture, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have Assessment Level IV certification by the Tennessee State Board of Equalization. This certification requires that the Assessee Level I, II, and Tennessee Certified Assessor requirements be satisfied. It also requires a passing grade on IAAO Course 311 and on the examination for one of the following courses: 201, 207, 400, 500, 600, or Advanced Mapping. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform mathematical operations involving basic to moderately complex algebraic principles and formulas, and basic geometric principles and calculations; ability to utilize principles of basic probability and statistical inference.

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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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

Estimated Total Hours: 1 **Maximum Continuous Time:** 15 minutes

2. SITTING

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

(February-May: pulling tax information)

4. PUSHING/PULLING

Objects: File folders

Height of hands above floor during push: 10-12 inches

5. CLIMBING

Tasks: storage room

Device: ladder

Height: 7-8 feet

Frequency: rarely

6. BENDING/SQUATTING/KNEELING

Tasks: bending for retrieving files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT **BOTH X**

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	100 % of time
Outside	0 % of time

8. 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	

9. HAND USE

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

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
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