

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

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

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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 providing direction to lower-level appraisers, inspecting and measuring real property (residential, commercial, industrial, and/or rural), calculating appraised value of property, correcting discrepancies and equities in properties, preparing documentation and maintaining records, conducting research, collecting data, defending property values on county level, providing information to taxpayers, and performing other duties as assigned. Employees in this classification calculate appraised values of larger/exceptional properties such as larger houses, condominium complexes, or zero lot-line developments which require more technical knowledge and research. Reports to Chief Deputy 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.**

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

Provides direction, training, and technical guidance to lower-level appraisers or other employees.

Conducts field reviews of real property; locates and identifies real property, referring to various maps, property indexes, directories, building permits, and other documents; measures improvement size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, appearance, demolished improvements, or other conditions effecting values; identifies various types of construction; measures and lists new construction of all types; draws structures and makes photographic records; makes calculations and applies data to property appraisals; prepares detailed property record 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, changes in use, zoning 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.

Assists with re-evaluation program in reviewing real property for consistency and equalization.

Assists with reappraisal program, to include downloading of data, analysis of data, production of indexing reports, and review of appraisal reports with management staff.

Provides information and assistance to property owners, business owners, builders, realtors, or other individuals regarding appraisal data, appraised values, property lines, 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.

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Participates in defending appraised values and appeals at the county level; maintains appropriate documentation and information to defend appraisals.

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; researches returned mail to identify status of businesses or taxpayers.

Updates various records as appropriate, including changes in subdivisions.

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.

Ensures current status and public accessibility of all appraisal and tax assessment records.

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, income charts, expense reports, or other documents.

Receives various forms, reports, correspondence, 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, outside appraisers, attorneys, accountants, financial institutions, builders, planning/codes officials, 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.

### **Assignment as the Property Assessors Tax Freeze Coordinator may involve the following additional functions:**

Ensures all property under consideration for tax freeze is reappraised before final approval.

Maintains all records related to the year and amount for all property frozen under this act.

Ensures all records are actually frozen in the billing system to avoid double billing.

Monitors the annual renewal of all frozen properties and new properties seeking protection under the Tax Freeze act.

Accurately reports and tracks additional acreage which exceeds maximum allowance of one house and 5 acres under tax freeze regulations for continued normal tax assessment.

### **ADDITIONAL FUNCTIONS**

Operates/maintains a county vehicle in performing field reviews or other work activities; conducts various errands as needed.

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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 training in property appraisal or property assessment; supplemented by three (3) years previous experience and/or training that includes 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 possess and maintain a valid Tennessee driver's license. Requires assessment Level II for Tennessee Certified Assessor.

### **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; 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.

**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)

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

**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	20 % of time
Outside	80 % of time

**9. OTHER JOB DEMANDS**

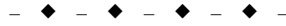
Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**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



Rutherford 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.

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Employee's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date