

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: REAPPRAISAL COORDINATOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative work associated with inspecting/appraising real property to determine fair value and property classification. Duties and responsibilities include inspecting and appraising real property, resolving assessment problems, ensuring quality control of reviewed properties, preparing documentation and maintaining records, researching information, providing information and assistance, serving as liaison with State DPA Regional Supervisor, and performing other duties as assigned. 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.**

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

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

Directs activities and operations to ensure review of all residential, commercial, industrial, and rural real property, during the reappraisal cycle; coordinates the reappraisal program; assists in appraisal of real property; assists in planning, organizing, implementing, and controlling reappraisal work activities; instructs employees on correct procedures and new laws.

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

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.

Assists in preparing and designing departmental computer programs.

Assists in the defense of appraised values of real property at appeal hearings at the county level.

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 cards for use in calculating appraised values.

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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; 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, 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.

### **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**

Bachelor's degree; supplemented by three (3) to 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 possess and maintain a valid Tennessee driver's license. Must possess and maintain a Tennessee Certified Assessor Designation, Assessment Administration Specialist, or Residential Evaluation Specialist Designation.

## **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 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**

**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	Twice a day	2-4 sec	11-25 lbs
21-36"	Right/Back	Four times a 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>25</u> % of time
Outside	<u>75</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:**

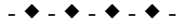
Desktop and laptop computer, HP calculator, Nextel mobile phone, county vehicle, digital camera, clipboard, tape measure, tape wheel, printer copier

**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

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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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date