

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Real and Personal Property Manager  
**Department:** Tax Administration  
**Revised** : October 2012

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Real and Personal Property Manager classification.*

**GENERAL DESCRIPTION**

Complex supervisory and technical work in the Tax Administrator's Office dealing with current market value appraisals of all classes of property, including residential, commercial, industrial, exempt real estate, and individual personal property. Supervision is exercised over a staff of Appraisers, Property Mappers, and clerical personnel. Supervision is received from the Tax Administrator, who reviews work through analysis of completed work and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts field studies of all classes of property which includes residential, farm, commercial, and industrial; analyzes data and evaluates prior year sales of vacant and improved property to determine replacement cost rates; reviews accepted cost manuals for assistance in establishing replacement cost rates of structures.

Assists the Tax Administrator in establishing a schedule of values to be submitted for approval by the County Commissioners.

Supervises Appraisers, Property Mappers, and office personnel in the Revaluation, Real Property, and Personal Property Sections of the department; interviews applicants and makes recommendations for hire that are given particular weight by the Tax Administrator.

Evaluates job performance of staff supervised.

Determines final value of properties using three approaches to establishing values (cost, market, and income).

Reviews property values through property edit reports; reviews statistical data to determine assessment ratios.

Develops appraisal standards and procedures.

Discusses assessed valuations with property owners and their agents, real estate representatives, and financial representatives; explains appraisal methods used, assessment procedures, and answers questions.

Assists with formal hearings to the Board of Equalization and Review and appeals with the State Property Tax Commission.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of the North Carolina General Statutes pertaining to the appraisal and assessment of real estate and personal property.

Thorough knowledge of current practices and procedures related to property appraisal and assessment.

Thorough knowledge of a standardized tax appraisal system and to maintain State Certification as County Appraiser.

Knowledge of the market, income, and cost approaches to appraising real estate.

Ability to instruct, organize, and supervise subordinate staff.

Ability to analyze sales cost and income data to ascertain market value.

Ability to interpret land maps, blue prints, leases and income/expense reports to make sound appraisal decisions.

Ability to exercise judgment and discretion in analyzing and resolving employee problems.

Ability to effectively communicate, orally and in writing.

Ability to establish and maintain effective working relationships with real estate agencies, elected officials, attorneys, subordinates, fellow employees, and the general public.

### **PHYSICAL REQUIREMENTS**

Work may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes the operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an accredited college or university in Business Administration, Real Estate, or related field, current State certification as County Appraiser, and two years of appraisal experience; or an Associate's Degree from an accredited college or university in a related field, current State certification as County Appraiser, and four years of appraisal experience; or equivalent combination of education and experience. Previous supervisory experience is preferred. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**