

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Senior Appraiser  
**Department**: Tax Administration  
**Revised** : October 2012

**Class** : Technician  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Appraiser classification.*

### **GENERAL DESCRIPTION**

Complex technical work in the Tax Administration Department dealing with the assessment and valuation of land, construction improvement to the land, business property, industrial or personal property. Supervision is received from the Real & Personal Property Manager or the Tax Administrator who reviews work through periodic conferences and analysis of work performed.

**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.)

Serves as Lead Appraiser to lower level Appraisers; assists with questions and interpretation of laws governing tax valuation of various types of properties.

Assists the public or their agents in the proper listing for taxation of land, machinery, equipment, fixtures, inventories, motor vehicles, airplanes, and leasehold improvements; reviews listing for compliance with the legal requirements for accuracy.

Conducts field reviews, measures, lists, and places assessments on new properties and old properties with improvements using proper assessment concepts and depreciation schedules.

Updates listing directory by adding new listings and deleting discontinued listings.

Coordinates changes in tax listings with representatives of other county departments involved in property improvements or deed transfers.

Talks with a wide variety of people by telephone and in person on a variety of tax assessment matters; resolves these contacts in the best interest of the County.

Communicates tax appraisal system to the general public as necessary.

Assists in handling informal appeals and complaints from property owners regarding the valuation of their properties; explains appraisal methods; visits real and personal properties for the purpose of correcting inaccurate data.

Trains, assists, and oversees field Appraisers in the correct listing of real property as set forth by the N.C. Machinery Act, the Schedule of Values set forth by the County Commissioners, and office policy; answers questions and gives guidance to lower level Appraisers on a daily basis.

### **OTHER JOB FUNCTIONS**

Performs the duties of lower level positions as necessary.

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Performs related duties as required.

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

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

Thorough knowledge of State laws and County guidelines applicable to the appraisal and assessment of real or personal property.

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

Ability to plan, schedule, and coordinate the appraisal and assessment of property.

Ability to use computer software applications to prepare spreadsheets and other reports used in comparison and valuation of various types of properties.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with property owners and their agents, fellow employees, and the general public.

Ability to learn a standardized tax appraisal system and to maintain State certification as County Appraiser.

Ability to coordinate work assignments of other appraisal staff.

### **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 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 or Public Administration, Real Estate, or related area, possession of current County Appraiser certification as required by the State, and one year of experience in property appraisal; or an Associate's Degree from an accredited college or university, possession of current County Appraiser certification as required by the State, and two years of experience in property appraisal. A valid driver's license is required.

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