



## **Property Appraiser**

Franklin County is currently recruiting for the position of Property Appraiser. An employee in this position is responsible for performing the revaluation and appraisal of commercial and residential real estate and related property for tax purposes. The employee appraises new construction and provides information for the transfer of real property. Work involves heavy public contact and may involve controversial and appealable decisions. Duties subject the employee to inside and outside environments and hazards associated with site and measuring tasks on construction projects. Work is performed under the supervision of the Assistant Tax Assessor and is reviewed through conferences, review of work, records and documents and feedback from citizens.

### **Duties and Responsibilities:**

- Obtains building permits to identify land, residences and commercial structures buildings which need to be appraised; obtains current map of property; goes to location and reviews and obtains measurements for evaluation purposes; performs drawings or calculations; assigns grades to quality of work; generates building sketches and completes property record cards; gives information to office staff to enter into computer.
- Generates values on properties for the County including commercial, industrial, and residential properties; calculates new effective ages for renovation, additions, or remodeling.
- Use acquired skills in income analysis, cost analysis, sales comparisons analysis and computer modeling.
- Reviews the field work of revaluation teams to perform quality control checks; verifies accurate measurements, reviews structure classifications and reviews assigned values.
- Administers applications and approvals in the Present Use Value Program, including scheduling and conducting field reviews and mapping soil types and acreages.
- Communicates with property owners during and after the appraisal processes, answers questions from citizens about appraisal issues in the field and in the office; schedules site visits and reviews as requested.
- Keeps current with property values, real estate information, and other data relating to the duties; assists fee appraisers find comparable properties in the County.
- Provides information to support staff for entry of information into the computer.
- Complies data for Economic Development office; conducts sampling and statistical projections of property values and for other special projects.
- Works with vendor during re-evaluation cycles.
- Manages property valuation appeals process.
- Handles special assignments as per the Tax Administrator.
- Collects physical data and monitors input accuracy in accordance with the NC General Statutes.
- Assists with the listing processes during heavy office seasons.
- Performs related duties as required.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of the North Carolina Machinery Act and other laws governing the administration of tax on real estate and related property.
- Considerable knowledge of the procedures and standards for appraising residential, commercial, and industrial properties.
- Considerable knowledge of current construction costs and materials, current property values, and future real estate and property issues.
- General knowledge of the geographic layout of the County.

- General knowledge of the tax listing procedures.
- Ability to analyze sales and market data, including submitted fee appraisals work.
- Ability to read and interpret land descriptions construction plans and tax maps; to sketch construction projects; to use various types of maps.
- Ability to make computations accurately based on fair market value and the available database.
- Ability to establish and maintain effective working relationships with realtors, attorneys, property owners, contractors, and the general public.
- Ability to understand and use various computer applications in the appraisal process and in the data base applications.
- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.
- Work requires the occasional exertion of up to 10 pounds of force to move objects.
- Must possess visual and acuity to read schematic drawings, operate a computer terminal use measurement device, and prepare and analyze written and computer data and figures.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work requires the use of measuring devices.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).
- Large percentage of the workload is performed outside in all weather conditions.

### **Desirable Education and Experience:**

Associates degree in business administration or related field and moderate experience in real estate, tax evaluation, or business administration dealing with real property; or equivalent combination of education and experience. Possession of a general or Residential Appraiser Certification is preferred.

### **Special Requirement:**

- Must possess a valid North Carolina driver's license upon hire.
- Must obtain Real Estate Appraiser certification, Property Tax Listing & Assessing in NC, and Fundamentals of Real Property Appraisal training within 24 months of hire.

**Work Location:** Louisburg, NC

**Hiring Salary Range:** \$50,185 – 52,694; **\*Salary commensurate with experience\***

**Position Salary Range:** \$50,185 - \$77,788

**Closing Date:** January 31<sup>st</sup>, 2022

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.*

*The County prohibits discrimination based on race, sex, color, creed, national origin, age, or disability.*

*Pre-Employment Drug Screen and Criminal Background Screening are required.*