

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Real Property Appraiser II

CLASS CODE: 1422

GENERAL DESCRIPTION OF DUTIES:

Incumbents inspect and survey properties, research property records, review sales data, calculate real property values and perform related administrative duties to appraise residential, multi-family, mixed use properties, and commercial and industrial parcels for assessment.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Fiscal Series – Real Property Assessment Group job family within the City of St. Louis. Incumbents perform a limited variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for performing appraisal and related record keeping for complex residential, commercial and industrial properties.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Surveys properties. Views properties to check lot size, building size, number of stories, exterior wall materials, improvements, general neighborhood condition, topography and other factors that may affect value. Checks legal descriptions.

Changes or corrects property data. Completes report forms and submits to data entry. Reviews data entry for accuracy and files forms.

Answers taxpayers' questions regarding appraisals, gathers and verifies disputed information. Schedules appointment and meets with taxpayer. Adjusts property information as appropriate and submits to supervisor for approval.

Handles Board of Equalization Appeals. Researches comparable sales data, inspects properties and submits report and recommendations to the Board of Equalization.

Inspects properties for State Tax Commission appeals and testifies to findings as needed.

Reviews property values for reassessment. Compares calculated value to property value to ensure accuracy with market value. Compares property data to housing trends, market value, sales data and parcel/building measurements.

Reviews building permits and other public records for changes to parcels such as divisions, consolidations, fires, demolition, alterations and building. Documents property changes, calculates new value and submits for data entry. Reviews record changes for accuracy.

Updates property certificate of value. Obtains property information from the buyer. Calculates valid sale price and determines validity of sale price.

Surveys tax abated properties and updates records.

May appraise specialized properties according to expertise.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, taxpayers, real estate property managers, building inspectors, tax representatives and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, tape measure, camera, computer terminal, calculator, telephone, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as report forms, property value reports, building permits, data entry forms, certificates of value, sales data, income documents, rent rosters, plats, maps, street guides, real estate manuals, appraisal manuals, training materials, computer software operating manuals, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; interpret descriptive statistical reports, perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, or pathogenic substances.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds such as real estate forms. Tasks may involve extended periods of time at a keyboard or workstation.

Requires the ability to stoop, crouch, climb, balance, bend and twist to conduct property inspections.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Incumbents are required to recognize the texture of building materials, and colors, shapes and odors affecting property values. Requires the ability to distinguish objects clearly at close and far range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

High school diploma or equivalent, vocational/technical training in real property appraisal with two years residential and commercial property appraisal experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license.