

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: APPRAISER
DEPARTMENT: ASSESSING
REPORTS TO: DEPUTY ASSESSOR**

**JOB CODE: 8015
DATE: 05/18**

JOB SUMMARY:

Performs appraisals of new and existing properties, including but not limited to, single-family homes, small multi-families, vacant lots, condominiums and manufactured housing. Inspects and appraises small commercial properties; assists the general public with explanations of the assessment process, property record cards, assessments, exemptions, credits, current use, tax billing process and use of the tax maps.

ESSENTIAL JOB FUNCTIONS:

Discovers, measures, inventories, and appraises all residential properties, such as single-family homes, manufactured housing, small multi-families and condominiums, using established appraisal methods, principles and techniques.

Reviews planning approvals, zoning board approvals, subdivision plans, condominium plans and documents, various permits including but not limited to building, demolition, electrical, septic, plumbing, and wetlands, and inspects property to determine the impact to the property value.

Performs field inspections utilizing existing property records to determine the accuracy of the data and update when incorrect.

Analyze physical, functional and economic depreciation.

Inspects, reviews and verifies residential assessing data on properties that have sold; and validate or invalidate property sales via property inspection, online data bases, and personally.

Assists with value setting during revaluations; including the review of assessment to sale outliers.

Reviews and inspects residential appeals; prepares appraisal grids supporting a recommendation for the Board of Assessors to consider in granting or denying an appeal. Participate in meetings and mediations for appeals.

Discovers, measures and inventories small commercial and industrial properties using established appraisal methods, principles and techniques. Capitalize income to determine value using the income approach.

Prepare appraisal grids for determining current use penalties or for other uses.

Prepares appraisals and testifies at the Board of Tax and Land Appeals or the Superior Court.

Attend and participate in meetings, hearings and work sessions regarding assessing, property valuation, exemptions and credits.

Answer inquiries of the general public about the assessment process, appeals, abatements, individual assessments, exemptions, credits and tax billing verbally or in writing.

Maintain and manage work files.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	On-Line Data Bases	Roller Wheel	Tape Measure
Engineer's Scale	Architect's Scale	Cost Manuals	Camera
Calculator	Maps and Plans		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school and four years of experience in appraisal of various types of real estate, one year of which is in revaluation. Experience in assessing, engineering, or related field, which involves interpreting plans and maps, and abstracting deeds or real estate or any combination of education, training and experience, which provides the knowledge, skills, and abilities required for the job.

Licenses and Certifications:

NH Department of Revenue Administration (DRA)-Certified Property Assessor or a Certified NH Assessor (C.N.H.A.) with NH Assessing Association.
Successful completion of Uniform Standards of Professional Appraisal Practice (USPAP) Course
Valid NH Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

State laws and regulations governing property taxes, exemptions, and assessments.

Building quality and types of construction, and building construction methods, practices, and materials.

Assessment practices, maps, deeds.

Operation of automated information management systems such as GIS.

Computer Assisted Mass Appraisal (CAMA) software.

Skill in:

Typing and operation of computer to enter and retrieve data in various programs.

Mental and Physical Abilities to:

Read and interpret deeds and titles.

Read and interpret tax maps, engineering, and construction plans.

Deal courteously and diplomatically with the general public.

Comprehend and apply tax rules and regulations.

Communicate clearly and effectively, both orally and in writing.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals; compute ratios and percentages; interpret statistical bar graphs.

Define problems, collect data, establish facts, and draw valid conclusions.

Read and apply established cost data, tables, charts, graphs to arrive at assessments.

Measure the outside of buildings and maneuver through and up and down varying story levels. While performing essential functions of this job, employee is regularly expected to stand, walk, sit, reach with hands and arms, climb, stoop, kneel, crouch, lift and/or move reasonable amounts of weight, talk and hear, and use hands to finger, handle, or feel.

Specific vision abilities required for this job include close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Working Conditions:

While performing essential functions of this position, employee is regularly exposed to outdoor weather conditions.

Incumbent's working conditions are typically quiet.