NOTICE OF RECRUITMENT

POSITION OPEN: Appraiser I/II/III

SALARY: $26.77 Hr. - $28.64 Hr.

POSTING DATE: August 6, 2020

CLOSING DATE: August 31, 2020

REQUIRED ATTACHMENTS: Resume, Cover letter

TO APPLY: Applications can now be submitted online at: www.kpb.us/jobs
Appraiser I / II / III

Service Type: Classified, Range M/N/O

Definition: Under the general direction and supervision of the appraisal manager, the appraiser performs real property appraisals, data collection, sales analysis and estimating construction costs for a variety of residential and commercial real property. The appraiser also conducts various surveys and researches construction costs to develop standards for field inspections pertaining to the quality and classification of residential and commercial real property.

Minimum Qualifications:

1. All Ranges:
   - Bachelor’s Degree in Economics, Finance, Statistics, or Business Administration.
   - Associates Degree and 3 years’ experience working as a real estate appraiser in a fee appraisal or governmental assessing office; candidate should have a good working knowledge of real estate sales, financing programs, building construction components, and appraisal techniques are preferred.
   - 5 years’ experience of progressively responsible experience in the occupational field, sufficient to understand the major duties of the position, and be able to handle and resolve problems. Experience in real estate sales/financing, building construction or as a construction cost estimator may be considered.

Candidate needs to have and maintain a minimum level 1 certification with the AAAO or have transferrable coursework to obtain certification within 2 years of hire. Current level 1 certification requirements through the AAAO are: Course 151 USPAP, 2 years
of appraisal experience (no less than 12 months as a mass appraiser) and IAAO Course 101 Fundamentals of Real Property Appraisal (or similar) or 3 correspondence courses. The requirement also requires an additional 80 points. Candidates entering in without level 1 certification will enter at level M and receive level N with certification requirements being met.

2. **Appraiser III additional Qualifications:**

To be considered for Level III, employee must hold and maintain a level III certification with the AAAO, have at least 6 years of experience at the Level II or equivalent and have proven leadership skills and superior knowledge in the field of appraisal.

*Note* Non-competitive advancement to Appraiser III is at the discretion of the Director and dependent on budget.

The candidate is required to have a valid Alaska driver's license to perform all job functions and the availability of a personal vehicle is required.

**Essential Functions:**

1. **Appraiser I/II**

- Performs real property field inspections, collecting market data, and assists in the analysis of residential, and commercial, to determine and establish assessed value.

- Locates, develops, measures, photographs, collect property data, reviews and maintains real property sales database for improved properties and vacant land.

- Prepares real property assessment reports, records and communicates with the general public by phone, email, and in person to answer any questions, explain the assessment process, and resolve issues and conflict.

- Researches construction costs and reports data findings to analysts.

- Gathers data pertaining to quality, classification and value of residential and commercial real property.
• Represents the department with written and oral defenses of assessed value at a quasi-judicial hearing before a local Board of Equalization.

• Responds and assists the Emergency Operation Center in assessing property affected by disasters.

• Travel, including some overnight trips.

• Works with computerized assisted Mass Appraisal (CAMA) valuation software, IPADS, and Laser measuring devices.

• May assist in the gathering of data to build and study ratio studies.

2. **Appraiser III:**

• Must receive and maintain a level III certification with the AAAO.

• May oversee of a team of subordinate appraisers as a supervisor or lead in an office or field environment.

• Review subordinates written and oral presentations in defense of assessed value decisions at a quasi-judicial hearing before a local Board of Equalization.

• Instruct other appraisal staff on projects, training and work direction.

**Knowledge Required:**

1. **Appraiser I/II**

• Knowledge of appraisal theory and mass appraisal practices.

• Knowledge of statistical analysis.

• Knowledge of related local, state and federal laws, codes and regulations.

• Knowledge of various building construction components and materials.

• Knowledge of building construction practices.
• Skill in navigation, operating GPS equipment, and reading maps.

• Knowledge of computers and job related software programs.

• Skills in the operation of snowmobiles, all-terrain vehicles, and watercraft.

• Skill set in reading blueprints and building plans.

• Strong skills in prioritizing, planning, and problem solving.

• Skill in oral and written communications.

2. **Appraiser III:**

   • Demonstrated leadership skills

   • Expert level knowledge in the field of appraisal

**Supervisory Controls:**

1. The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature of propriety of the final results.

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit and to use hands and fingers dexterously to operate office equipment and small tools; occasionally transport up to 50 pounds; reach with hands and arms, standing and walking for prolonged periods on uneven and icy terrain. This position requires the ability to access non-road accessible land within the Kenai Peninsula Borough during all weather conditions using four-wheeler, ATV, snow machine, snowshoes, small aircraft etc. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Other Requirements:

1. **Vehicle Requirements:** Vehicle must be shown to be safe and reliable and must be able to meet the criteria established in the Kenai Peninsula Borough's Vehicle Policy within 30 days of hire.

2. **Firearms:** May be required to be trained on and/or to carry firearms for work in remote locations.

Position Description Record:

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<th>Date Updated</th>
<th>Reason for Update</th>
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<tr>
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<td>Reformatted</td>
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<tr>
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<td>Position description updated and reviewed</td>
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<tr>
<td>10.18.2019</td>
<td>Updated to provide certification requirements &amp; detailed duties MA</td>
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<td>Updated to provide Vehicle Requirements</td>
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