



Fairbanks North Star Borough

Human Resources

HumanResources@fnsb.gov
Main: (907) 459-1202
Fax: (907) 459-1187

POSITION TITLE: Appraiser II
STATUS: Regular Full Time
SALARY: 16A \$33.92/hr
PCN: AS0371
FLSA: Non-Exempt
UNION STATUS: 01 APEA
REPORTS TO: Deputy Assessor
POSITIONS SUPERVISED: None

Closes: **Open Until Filled**

BASIC FUNCTION:

The Appraiser II performs real property inspections, data collection, obtains construction costs, and estimates observed quality, condition, and components for all property within the FNSB boundaries for tax assessment purposes.

TYPICAL DUTIES:

1. Perform on-site inspection of real property to determine building specifications, dimensions, grades, and quality of workmanship and materials.
2. Analyze, assemble, and correlate all available information to arrive at a predicated fair market value of each subject property.
3. Collect and review sales information to compare with proposed assessed value.
4. Assist property owners at the counter and by phone concerning assessments.
5. Prepare and assist in the preparation of value defenses for hearing before the Board of Equalization.
6. Update property files with new information and enter data into the computer.
7. Perform other related work as assigned in connection with compiling market data for property valuation and tax roll preparation.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent and up to one (1) year of vocational/technical training; three (3) years of experience as a real estate appraiser or related work experience which would provide significant knowledge of the quality of construction and relative costs and give experience in placing market value upon residential property.



2. Demonstrated knowledge of principles, techniques, and practices of real property valuation and appraisal.
3. Demonstrated knowledge of current land development and building construction methods, and real estate practices.
4. Must have and be able to maintain a valid driver's license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If personal automobile is used for Borough business, proof of automobile insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED UPON REQUEST)

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to read and comprehend appraisal manuals, legal descriptions, maps, zoning regulations, building plans, and specifications.
2. Ability to perform geometric mathematical computations and use calculator.
3. Ability to meet the public and represent the Borough in a professional manner and express oneself effectively, both orally and in writing.

OTHER

1. A PROFICIENCY EXAM MAY BE ADMINISTERED.
2. This position requires a criminal background check.

JOB CONTACTS:

Frequent interdepartmental business contact; continuous, routine public contact and occasional contact involving outside organizations/agencies.

JOB RESPONSIBILITY:

Does not supervise; experiences minor problems daily and occasional major ones that must be resolved with minimal supervision; consequences of error, carelessness or mistaken judgment require serious effort to recover or error may not be recoverable.

WORK ENVIRONMENT:

General office where conditions are pleasant; while in the field, there is major accident/hazard risk and disagreeable conditions on a somewhat continuous basis; requires short periods of moderate lifting, pushing or pulling (26-50 lbs.).

Application Procedure:

Apply Online

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. On line applications can be located at www.fnsb.gov by clicking the "Find a Job" button.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907) 459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

AN EQUAL OPPORTUNITY EMPLOYER

Updated 08/19/21 mm