

# Real Property Appraiser Supervisor

Dept: Tax

FLSA Status: Exempt

## General Definition of Work

Performs difficult administrative work directing real property appraisal and listing, and related work as apparent or assigned. Work is performed under the general direction of the Tax Administrator. Divisional supervision is exercised over all personnel within the division.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Addresses inquiries and concerns from various sources.
- Plans, directs and coordinates the listing and appraising of real property for assessment.
- Reviews and completes paperwork for splits, merges and rezoning for real properties.
- Reviews, prepares, and represents the Tax Department on tax appeal cases.
- Supervises revaluation projects and property adjustments to the schedule of values.
- Establishes standards and rules for new types of properties that did not exist in the previous revaluation.
- Maintains, rewrites and reviews appraisal manuals for the listing and assessing of real property.
- Supervises the maintenance of department vehicles.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

Comprehensive knowledge of regional real estate property values and property appraisal methods; comprehensive knowledge of the rules and regulations pertaining to property appraisal; thorough skill operating standard office equipment, hardware and software; ability to read and interpret engineering drawings and to compute land areas; ability to evaluate real estate for determining fair and reasonable value; general knowledge of real estate law; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to enter data into computer accurately and at a reasonable rate of speed; ability to communicate ideas effectively both orally and in writing; ability to direct and supervise the work of others; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with property owners, associates and the general public.

## Education and Experience

Bachelor's degree in business administration, economics, or related field and three to five years experience working in appraisal, construction, real estate, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or

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equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- North Carolina Department of Revenue Real Property Appraiser certification within one (1) year of hire.
- Valid North Carolina Driver's License within 60 days of hire.

## Competencies

**Leading with Integrity:** Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

**Negotiation Skills:** Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

**Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

**Quality Management:** Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

**Team Leadership: Fosters team cooperation:** Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

**Change Management:** Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

**Managing People:** Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date