

REAL PROPERTY SUPERVISOR - 2213

General Definition of Work:

Performs advanced technical work participating in and supervising the appraisal of property for assessment purposes. Work is performed under the general supervision of the Real Property Manager. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Planning, overseeing and participating in the appraisal, assessment and reassessment of residential real property; assists citizens with real estate assessment information and inquiries.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, organizes and directs the assessment and quadrennial reassessment of residential, light commercial and farm property within the County.
- Assists in the preparation of assessment guides, schedule of values and depreciation schedules for the quadrennial reassessment.
- Develops and enforces real property assessment and reassessment procedures and supervises assigned personnel.
- Reviews statistical data to determine assessment ratios to determine level and quality of assessments.
- Makes investigative field studies and analyzes data in the appraisal of residential, light commercial, and farm property.
- Advises Appraisers in the appraisal of more difficult residential properties.
- Insures all land transfers, land splits and new construction is appraised and properly recorded prior to billing.
- Co-ordinates the operations of the Board of Equalization and Review per NCGS 105-322 insuring that state laws and Board procedures are followed.
- Prepares and presents items before Board of Equalization and Review, Property Tax Commission and state court regarding assessment cases
- Works with software vendors to insure software is operating accurately and resolves issues as they arise.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of property appraising for assessment purposes; thorough knowledge of building construction practices and for building and land values; comprehensive knowledge of the State laws, relating to property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Graduation from an accredited community college with major course work in real estate, business or economics and extensive experience in property appraisal and some supervisory experience. A combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, and fingering; 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of or ability to obtain real property appraisal certification issued by the North Carolina Department of Revenue within two years of employment. Possession of a valid NC Driver's License.

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