

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 7/06

CLASS CODE: V27334
SALARY GRADE: 16/356
OVERTIME STATUS: E

PROPERTY ASSESSMENT AND TAXATION APPRAISER II

DESCRIPTION: Under administrative direction, responsible for appraisal and values of all locally assessed real property, both taxable and non-taxable, (including unique and single property assessments) in all counties where the Property Tax Administrator has assumed the assessment function. May be assigned to work in other counties where specialized knowledge is needed. Shares assessment results with the Assessment Administrative Manager for consideration and implementation. Ensures uniform appraisal of real property for tax purposes. Supervises appraisal staff. Discusses property values and valuation methods and policies with property owners. Required to appear at quasi-judicial hearings as expert witness. Performs other duties as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Responsible for the uniform and proportionate valuation of all real property assessed in the assigned assessment offices.

Supervises the appraisal of all real property in assigned assessment offices.

Supervises, instructs and trains appraisal staff in the appraisal of real property in assigned assessment offices.

Responsible for the appraisal of unique or single property assessments in the assigned assessment offices; may be assigned to work in other counties where specialized knowledge of the appraisal of unique or single properties is needed.

Assigns, reviews, and coordinates the work of supporting appraisal staff.

Finalizes documentation of practices and procedures for assessment functions.

Develops, analyzes and institutes techniques to insure uniform appraisal of real property for tax purposes.

Assists in the development and updating of computer programs relating to real property assessment.

Shall be required to appear at quasi-judicial hearings before county board of equalization, and any other appeals as an expert witness.

Compiles and correlates gathered data, correlation of appraisal approaches, and prepares appraisals, project reports and value findings.

Develops, analyzes and maintains sales ratio statistics to determine the level of assessment throughout geographic areas.

Coordinates appraisal program with other divisions within the department.

Discuss property values, valuation methods and policies with property owners.

PROPERTY ASSESSMENT AND TAXATION APPRAISER II (continued)

FULL PERFORMANCE KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of mapping as it applies to assessment of real property; the statutes governing real property assessment. Fluency in PTAS/CAMA computer system, including modeling techniques for multiple regression analysis valuation and market analysis to develop depreciation tables.

Ability to establish and maintain effective working relationships with taxpayers, co-workers, and county and state officials.

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Comprehensive knowledge of modern real estate appraisal and assessment practices and related appraisal laws and regulations; knowledge of personnel management practices.

Ability to: plan, assign and coordinate work of others; analyze facts and to present clear and concise oral and written reports.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or other skills be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience).

Graduation from an accredited four-year college or university with major course work in law, math, business administration, public administration, or related field or 3-5 years experience appraising real property and in tax valuation functions, and experience in training and supervising supporting staff.

Experience in measuring, calculating, reading maps, legal descriptions, and cost manuals. Experience communicating with the public.

Must hold a current valid Real Estate Appraiser Registration issued by the Nebraska Real Estate Appraiser Board and current valid driver's license.