



DOR-APPRAISER II, EQUALIZATION

CHARACTERISTICS OF WORK:

This is technical work involving appraisal of residential, commercial, industrial, agricultural, recreation, and personal property using market, cost, and income approaches. Incumbents in this position train county employees, individually or in a large classroom setting, and contract employees in certification and recertification programs; audit the appraisal work of county and contract employees; and perform mapping audits. Regular travel is required for this position. Incumbents may supervise subordinate appraisers. Work is performed under supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

One (1) year of experience as a DOR-Appraiser I, Equalization.

OR

Education:

A Master's Degree from an accredited four-year college or university with courses in Business Administration, Real Estate, Economics, Chemical, Industrial, Electrical or Mechanical Engineering, Law, or other related fields;

AND

Experience:

One (1) year of work experience.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with courses in Business Administration, Real Estate, Economics, Chemical, Industrial, Electrical or Mechanical Engineering, Law, or other related fields;

AND

Experience:

Two (2) years of work experience.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Education:

Six (6) years of work experience, one (1) of which much have been related.

Certification/Licensure:

Must be a State Certified Appraiser within twenty-four (24) months of hire.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

Required Document:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required course work.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Job Specific Knowledge: Reads, comprehends, evaluates, interprets, and stays up to date on statutes, laws, policies, guidelines, economic trends, and regulations relating to the appraisal of residential, commercial, industrial, and personal property.

Interprets legal descriptions, blue prints, and cadastral maps. Maintains knowledge of appraisal theories and practices, including methods, approaches, and techniques employed in the appraisal process. Researches financial and market conditions which may affect property values. Exhibits the ability to identify alternatives and make technical decisions. Recognizes the need for continued professional and technical development. Possesses comprehensive knowledge of appraisal assessment practices and related laws and regulations. Possesses awareness of property mapping principles and techniques.

Information Management: Identifies a need for and knows where or how to gather information; organizes and maintains information.

Researches cost and market values to keep appraisal manuals updated. Compiles and correlates gathered data, determines which appraisal approach should be used, and prepares appraisals and value findings. Collects necessary data for the evaluation of mapping and real and personal properties.

Analyzing and Interpreting Information: Analyzes and interprets data and information related to property and mapping appraisals and associated studies.

Analyzes and prices equipment lists and manufacturing processes. Performs analysis and evaluation of economic and technical data, documents, plans, specifications, and other information. Possesses the ability to analyze facts and to present clear and concise oral and written reports.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; advises others on technical issues.

Measures, plots, diagrams, lists, and describes improvements or personal property. Performs statistical studies to calculate statewide cost index. Conducts property and mapping audits. Conducts sales ratio, cost index, and land valuation studies. Conducts educational programs and provides technical consulting.

Professional Judgment: Possesses the ability to judge, make a decision, or form an opinion objectively and wisely when interpreting and discussing appraisal data and technical literature; applies concepts appropriately to designated task.

Exercises considerable judgment in the application of the appropriate guidelines to a variety of factual situations and data elements. Makes decisions based on appraisals and audits to determine if a county is in compliance with statutes and guidelines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Audits county mapping and real, personal, and industrial appraisals.
2. Conducts educational programs and provides technical consulting.

3. Researches cost and market values to keep appraisal manuals updated.
4. Develops a statewide cost index.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts sales ratio, cost index, and land valuation studies.

Interprets legal descriptions, blueprints, and cadastral maps.

Measures, plots, diagrams, lists, and describes improvements or personal property.

Collects necessary data for the evaluation of mapping and real and personal properties.

Analyzes and prices equipment lists and manufacturing processes.

Makes decisions based on appraisals and audits to determine if a country is in compliance with statutes of Mississippi Code and Department of Revenue guidelines.

Organizes coordinates, and conducts a certification school, recertification programs, and various workshops.

Trains and instructs county and/or contract employees.

Advises and consults with appointed and elected officials.

Develops and revises the Department of Revenue Manual, Certification School Manual, and the Personal Property Pricing Manual.

Communicates with public to obtain new construction cost information.

Appraises new construction.

Performs statistical studies to calculate statewide cost index.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.