

PROPERTY APPRAISER

The Property Appraiser is the entry-level position of the Property Appraiser promotional series. Promotion to the next level, Senior Property Appraiser, is possible after two years of experience as a Property Appraiser. As a Property Appraiser gains experience, complexity of appraisals assigned and degree of independence on the job increases accordingly. Career advancement opportunities are available with experience and successful job performance.

THE PURPOSE: Under State law, the Office of the Assessment Commissioner determines the assessed value for residential, commercial, and personal property within the City. Under the direction of a supervisor, the Property Appraiser values all types of property for assessment purposes.

ESSENTIAL FUNCTIONS:

- Appraising real property using the sales comparison, income and cost approaches to value.
- Reviewing estimated market values provided by the Assessor's Office Valuation Systems and finalizing property values;
- Measuring, inspecting and listing the characteristics necessary to determine property values;
- Classifying properties according to Assessor's Office standards;
- Fielding sales, conducting rental surveys, examining leases, noting building occupancy and obtaining other economic information necessary to estimate market values of real property;
- Serving on committees for the Board of Assessors;
- Preparing and presenting testimony on appraisals at the Board of Review;
- Performing other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university with a major in Real Estate, Business Administration, Economics, Finance, Urban Planning or related field.
OR
Associate's Degree in Property Assessment from an accredited college.
OR
Two years of professional level experience in property assessment or property appraisal.

NOTE: Equivalent combinations of training and experience may be considered.

Note: Copies of transcripts should be submitted with application, sent to the City of Milwaukee, Department of Employee Relations, ATTN: Property Appraiser Examination, 200 E. Wells St., Room 706 City Hall, Milwaukee, WI 53202 (Student copies are acceptable.) or via email to staffinginfo@milwaukee.gov.

2. Certification by the State of Wisconsin at the Property Appraiser, Assessor I or Assessor II level under the State Assessor's Certification Program within 6 months of appointment.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
4. Valid driver's license and availability of a properly insured personal vehicle for use on the job required at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE REQUIREMENTS:

Additional experience in a property assessment office is highly desirable

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current accepted property valuation principles and practices.
- Knowledge of computer applications including Microsoft and other job related software.
- Skill in interpersonal relations and dealing with diverse groups of people; Customer service skills
- Skills in oral and written communications.
- Skill in working with others to accomplish department goals and objectives.
- Planning and organizing
- Analysis and judgment
- Mathematical skills

THE CURRENT Pay Range (536) is: \$41,151 to \$45,371 annually with excellent benefits. The salary range for the Senior Property Appraiser level (588) is \$47,637 to \$74,036. Certain criteria must be met to achieve the later steps of the Senior Property Appraiser range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation, written or oral examinations or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. The oral examination may include a written exercise. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 7, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at www.milwaukee.gov/jobs, or by calling (414) 286-3751.