

PROPERTY APPRAISER 1

Recruitment #2008-0366DC-001

List Type	Original
Requesting Department	ASSESSORS OFFICE
Open Date	8/28/2020 3:25:00 PM
Filing Deadline	9/18/2020 11:59:00 PM
HR Analyst	Nola Nelson

[Go Back Apply](#)

INTRODUCTION

What Milwaukee can offer YOU...

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Under the direction of the Assessment Division Manager, the Property Appraiser 1 inspects all classes of properties for sale, permit and valuation review.

The Property Appraiser 1 is at the beginning of the Property Appraiser Promotional Series. Promotion within the series is subject to passing probation in a lower level Property Appraiser title.

ESSENTIAL FUNCTIONS

- Analyze and list all property types within the City of Milwaukee.
- Estimate equitable market values for the production of an annual assessment roll.
- Appraise real and personal property for assessment purposes using the cost, market and income approaches.
- Review estimated market values provided by the Assessor's Office Valuation Systems and finalize property values.
- Inspect property (residences and buildings), new construction and major improvements to existing structures to establish value. Prepare documentation of completed inspections.
- Analyze trends in sales prices, construction costs and rents in order to assess property values and determine accuracy of assessments.
- Explain assessed values to property owners, leasing agents, managers and legal representatives.
- Perform assessment reviews and investigate assessment appeals.
- Make recommendations to the Board of Assessors. Present testimony before the Board of Review and Circuit Court.
- Classify property by its use, according to the Assessor's Office standards.
- Gather information about property by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy and obtaining other economic information necessary to estimate market values of real property.

- Provide prompt, courteous and customer focused service, information and assistance to departmental employees, the public, other city departments and other agencies; handle inquiries from property owners in person, over the phone and by e-mail.
- Maintain all office forms, reports and records.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Property Appraisers must be able to visually see details of properties during inspections.
- Property Appraisers must be able to physically able to lift and move up to 10 pounds unassisted on occasion.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Bachelor's Degree from an accredited college or university with a major in Real Estate, Business Administration, Finance, Economics, Mathematics, Communications, Graphic Information Systems (GIS), Geography or a closely related field, including at least one successfully completed course in Real Estate;

OR Property Assessment Certification or Associate's Degree in Real Estate from an accredited college and two years of professional level experience in property assessment or property appraisal;

OR Four years of full-time, professional level experience in property assessment, property appraisal or real estate sales.

Equivalent combinations of education and experience may also be considered.

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. 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.

IMPORTANT NOTE: To receive credit for college coursework, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and may be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Bilingual in Spanish or Hmong.
- Certification by the State of Wisconsin at the Property Appraiser, Assessor I, or Assessor II level under the State Assessor's Certification Program.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles, methods and techniques of real and personal property assessment and valuation.
- Knowledge of basic mathematics such as addition, subtraction, multiplication, and division.
- Knowledge of materials and methods involved in the construction and repair of houses and buildings.
- Knowledge of property tax laws and regulations.
- Knowledge of computer applications and software such as Excel, Word and Outlook.

- Ability to use computer equipment and software such as a computer, scanner, copier, digital camera and phone.
- Effective oral communication skills to accurately communicate information to citizens, co-workers and other interested parties.
- Written communication skills to develop professional/technical correspondences and reports.
- Interpersonal skills to develop and maintain effective working relationships with diverse groups of people.
- Planning and organizing skills to accomplish goals and meet objectives.
- Judgment and decision making skills.
- Problem solving and problem recognition skills.
- Ability to interpret and apply the provisions of Wisconsin State Statute Chapter 70.
- Ability to work effectively under stress.
- Ability to work under statutory and office deadlines.
- Ability to travel to work locations throughout the City.
- Ability to manage electronic communications.
- Ability to work independently and as part of a team.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

CURRENT SALARY

Property Appraiser 1

The current salary range for Property Appraiser 1 (Pay Range 2DN) is **\$49,568-\$52,602** annually, and the resident incentive salary for City of Milwaukee residents is **\$51,055-\$54,180** annually. *Recruitment is at the Property Appraiser 1 level however, placement above the minimum of the footnoted Property Appraiser 1 salary range is allowed commensurate with experience and credentials with approval.*

NOTE: *Promotional salary increases are at the minimum rate of pay for each specified Property Appraiser title and appointments will be made in accordance with the City of Milwaukee salary ordinance. See salary range chart below:*

Level	Salary Range	Resident Incentive Salary Range	Property Appraiser Promotional Series
<i>Property Appraiser 1</i>	<i>\$49,568-\$52,602</i>	<i>\$51,055-\$54,180</i>	<i>Recruitment above the minimum is allowed commensurate with experience and credential with approval.</i>
<i>Property Appraiser 2</i>	<i>\$52,679-\$55,903</i>	<i>\$54,259-\$57,580</i>	<i>Property Appraiser 2 is a promotional opportunity for Property Appraiser 1. The promotional increase shall be to the minimum rate of the pay for this title.</i>
<i>Property Appraiser 3</i>	<i>\$55,985-\$59,411</i>	<i>\$57,664-\$61,194</i>	<i>Property Appraiser 3 is a promotional opportunity for Property Appraiser 1 and 2. The promotional increase shall be to the minimum rate of the pay for this title.</i>
<i>Property Appraiser 4</i>	<i>\$59,498-\$63,140</i>	<i>\$61,283-\$65,034</i>	<i>Property Appraiser 4 is a promotional opportunity for Property Appraiser 3. The promotional increase shall be to the minimum rate of the pay for this title.</i>

Benefits

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit:
<https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Assessor's Office reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, September 18, 2020**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 207

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.