REAL PROPERTY VALUATION ASSISTANT

DISINGUISHING FEATURES OF THE CLASS: Independently or as a team member reviews Electronic Data Processed predicted valuations of residential properties for variations from the norm for properties of similar neighborhoods and inventories and develops data for support or change of such valuations for consideration by the Assessor. Patterns of change will then require supportive documenting to secure change in the mass appraisal model for making revised valuations. Incumbents are also responsible for the collection of field data and clerical support of processing data. Supervision is received from the Assessor. Does related work as required.

TYPICAL WORK ACTIVITES:
Analyzes residential property values, as predicted by the mass appraisal EDP model, for
   abnormal variations;
Reviews property data files for accuracy and comparable data;
Makes field visits to secure residential property inventory data;
Complies data for use in redesigning the mass appraisal model;
Changes inventory content records;
Reviews file maintenance reports for errors and edit failures;
Maintains property cards for new and changed residential properties;
Confirms real property selling prices, adds to file and reviews file maintenance reports for
   errors;
Researches data for answering counter and phone inquiries as well as for complaints and
   grievances;
Performs a variety of clerical support duties related to the valuation of real property.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of mathematics; working knowledge of building materials and construction; ability to record figures accurately and legibly; ability to establish cooperative relations with home owners and the general public; ability to perceive spatially and to reason abstractly; aptitude for conducting inspections, including good observation and mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of work experience in the collection or clerical processing of real property data.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicle to be operated.