

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Real Property Tax Appraiser

SERIES NO.:

8454

MAJOR AGENCIES:

Taxation

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the real property tax appraiser occupation is to perform real estate appraisals & performance evaluation of appraisal projects for ad valorem real property tax assessments.

At the first level, incumbents collect, verify, analyze & report data for performance evaluation programs used to assess real property tax appraisal projects & assist in conducting appraisal studies.

At the second level, incumbents conduct regional market surveys of residential real property appraisals, develop recommendations for statistical studies & ensure compliance of tax appraisals with state standards.

At the third level, incumbents act as lead worker over lower-level real property tax appraisers & conduct regional market surveys of general &/or complex commercial/industrial property appraisals.

Glossary: The following term is to be interpreted as follows whenever it appears in the document.

Ad Valorem: Latin law term meaning according to the value of property.

CLASS TITLE

Real Property Tax Appraiser 1

CLASS NUMBER

84541

PAY RANGE

28

EFFECTIVE

05/10/1998

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of ad valorem real property tax appraisal process in order to collect, verify, analyze & report data for performance evaluation programs used to assess real property tax appraisal projects &/or assist in conducting appraisal studies (e.g., verify new construction listings & appraisals & verify data collection & market data).

CLASS TITLE

Real Property Tax Appraiser 2

CLASS NUMBER

84542

PAY RANGE

30

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of ad valorem real property tax appraisal process in order to conduct regional market surveys of residential real property appraisals prepared for tax purposes, develop recommendations for statistical studies designed to measure accuracy & equity of real property tax appraisals & ensure compliance of tax appraisals with state standards.

CLASS TITLE

Real Property Tax Appraiser 3

CLASS NUMBER

84543

PAY RANGE

32

EFFECTIVE

05/10/1998

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of ad valorem real property tax appraisals process in order to act as lead worker (i.e., provide work direction & on-job training) over lower-level real property tax appraisers & conduct regional market surveys of general &/or complex commercial/industrial property appraisals prepared for ad valorem tax purposes.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------------|---------------------|--------------|------------------|------------------|
| Real Property Tax Appraiser 1 | 84541 | 14 | 05/10/1998 | 28 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects, verifies, analyzes & reports data for performance evaluation programs used to assess real property tax appraisal projects &/or assists in conducting appraisal studies (e.g., verifies new construction listings & appraisals & verifies data collection & market data).

Contacts property owners, county auditors & their staff concerning performance evaluation of appraisal projects; prepares reports; maintains files & performs office duties supporting appraisal program (e.g., operation of personal computer & calculator).

MAJOR WORKER CHARACTERISTICS:

Knowledge of ad valorem real property tax appraisal; performance evaluation systems for appraisal projects*; real estate procedures for quality control measures*; agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process. Skill in operation of personal computer*; operation of calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate with co-workers; gather, collate & classify information for appraisal research reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

State-registered real estate appraiser assistant registration pursuant to Section 4763.05 of Revised Code; 12 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or completion of associate core course work in finance, real estate or business management; 12 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain state-registered real estate appraiser assistant registration pursuant to real estate appraisers, Section 4763.05 of Revised Code within completion of two years employment.

UNUSUAL WORKING CONDITIONS:

Extensive travel required.

(Note: Applicants must be able to provide own transportation.)

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------------|---------------------|--------------|------------------|------------------|
| Real Property Tax Appraiser 2 | 84542 | 14 | 01/09/2005 | 30 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts regional market surveys of residential real property appraisals prepared for ad valorem tax purposes, develops recommendations for statistical studies designed to measure accuracy & equity of real property tax appraisals & ensures compliance of tax appraisals with state standards.

Conducts special studies of residential & small commercial property appraisal methodology which includes use of cost schedules, depreciation analysis & evaluation of records & documents & prepares appraisals of residential & small commercial properties using current industry guidelines.

Contacts property owners, county auditors & their staff concerning performance evaluation of appraisal projects; prepares reports; maintains files & performs office duties supporting appraisal program (e.g., operation of personal computer & calculator).

MAJOR WORKER CHARACTERISTICS:

Knowledge of ad valorem real property tax appraisal; residential property appraisal methodology; performance evaluation systems for appraisal projects*; real estate procedures for quality control measures*; agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process. Skill in operation of personal computer*; operation of calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate with co-workers; gather, collate & classify information for appraisal research reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

State-certified residential real estate appraiser certificate pursuant to Section 4763.05 of Revised Code; 24 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or completion of undergraduate core course work in finance, real estate or business management; 24 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or 12 mos. exp. as real property tax appraiser 1, 84541; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain state-certified residential real estate appraiser certificate pursuant to Section 4763.05 of Revised Code within completion of two years employment. Complete continuing education, pursuant to real estate appraisers, Section 4763.07 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Extensive travel required.

(Note: Applicants must be able to provide own transportation.)

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------------|---------------------|--------------|------------------|------------------|
| Real Property Tax Appraiser 3 | 84543 | 14 | 05/10/1998 | 32 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., provides work direction & on-job training) over lower-level real property tax appraisers & conducts regional market surveys of general &/or complex commercial/industrial property appraisals prepared for ad valorem tax purposes.

Conducts special studies of real property appraisal methodology which includes development of capitalization rates, implementation of cost tables adjusted to reflect local markets & evaluation of records & documents & prepares appraisals of residential properties using current industry guidelines.

Contacts property owners, county auditors & their staff concerning performance evaluation of appraisal projects; prepares reports; maintains files & performs office duties supporting appraisal program (e.g., operation of personal computer & calculator).

MAJOR WORKER CHARACTERISTICS:

Knowledge of ad valorem real property tax appraisal; general &/or commercial/industrial property appraisal methodology; performance evaluation systems for appraisal projects*; real estate procedures for quality control measures*; agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process; supervisory principles/techniques*; employee training & development*. Skill in operation of personal computer*; operation of calculator. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate with co-workers; gather collate & classify information for appraisal research reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

State-certified general real estate appraiser certificate pursuant to Section 4763.05 of Revised Code; 36 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or completion of undergraduate core course work in finance, real estate or business management; 36 mos. exp. in ad valorem real property tax appraisal; must be able to provide own transportation.

-Or 24 mos. exp. as Real Property Tax Appraiser 2, 84542; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain state-certified general real estate appraiser certificate pursuant to Section 4763.05 of Revised Code within completion of two years employment. Complete continuing education, pursuant to real estate appraisers, Section 4763.07 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Extensive travel required.

(Note: Applicants must be able to provide own transportation.)