

**Class Title:** Real Property Appraiser I  
**Department:** Assessor  
**FLSA:** Non-exempt

**Class Code:** 2275  
**Grade:** 18  
**Eff. Date:** 01/01/1982  
**Revised:** 12/3/2024

### GENERAL PURPOSE

Under general supervision from the Residential Property Team Lead, performs technical assessment work (including appraisals of vacant land, greenbelt, condominiums, improved residential parcels, income producing parcels and commercial parcels) within Davis County.

### EXAMPLE OF DUTIES

Travels to property sites and obtains data to determine the standard and type of structure involved; performs physical inspection of exterior and interior of buildings, photographing property, and recording architectural quality and intended use of the property. Reviews plans and specifications as necessary.

Accurately collects the data elements (including the economic, social, physical and environmental factors such as contamination) and record information on data input sheets.

Accurately collects, analyzes, and verifies sales and rental information for all types of properties to be used in the development of multiple regression valuation models.

Appraises all types of real property including complex properties using current appraisal techniques and computer systems, methods, mathematical formulas and the various recognized approaches. Analyzes the various physical, economic, social and environmental factors that affect value and correlate the different approaches.

Prepares complex narrative appraisals conforming to the "Uniform Standards of Professional Appraisal Practice (USPAP)" as outlined by the licensing division of the Department of Commerce and the Federal Government; defends the appraised value before the County Board of Equalization, the Utah State Tax Commission and various levels in the Judicial Courts as an expert witness or an advocate.

Uses computer programs to develop queries to locate appraisal problems and inconsistencies; uses financial and appraisal software and makes modifications to the queries for individual properties.

Develops land model with values for all classes of property, through collection and verification of vacant land sales and within geographic boundaries or neighborhoods.

Responds to questions from property owners regarding appraisals and assessments.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with an Associate's Degree, plus two (2) years of full-time experience as a real property appraiser.

**Preference given for** a valid real property appraiser professional designation (i.e., RES, CAE, SRA,



MAI, AFA) and/or a college degree.

## 2. Special Qualifications:

Must possess licensure as a Licensed, Certified Residential or Certified General appraiser with the Utah State Department of Commerce. If licensed outside of the State of Utah, must obtain an equivalent Utah credential through reciprocity within three (3) months of hire date.

Must obtain Ad Valorem Real Property Appraiser Designation (Residential or General) by the Utah State Tax Commission within eighteen (18) months of hire date, and maintain designation thereafter.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

## 3. Necessary Knowledge, Skills and Abilities:

**Knowledge of:** USPAP, appraisal terminology, methods, mathematical formulas, building trades and construction terminology, basic statistical knowledge and various appraisal approaches to value for all types of real property, current regulations and property tax codes, applicable computer software including spreadsheets, word processing and analytical software, basic accounting skills.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** read and understand property descriptions, title abstracts and property conveyance documents; read plats and blueprints and find property according to descriptions; tabulate results following standard guidelines; exercise sound judgment; use mathematics in figuring footage; determine proper model classification of buildings; drive to locations within Davis County and along the Wasatch Front; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public.

## WORKING CONDITIONS

Walk over and around rough, uneven, steep, and otherwise unimproved ground; walk up and down stairs; work outside in inclement (hot and cold) weather conditions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**