

# Market Range Detail - Appraiser Chief

## Effective Date

February 10, 2010

## Market Range Title Description

Under the direction of the elected Assessor, this position is responsible for providing operational direction and management to the Assessor's Office staff. Specifically, this position plans, coordinates, and formulates operating procedures and practices as they relate to ad valorem property appraisal. Together with the Assessor and Chief Deputy Assessor, the Chief Appraiser is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission of efficiently and effectively administering all laws and regulations for Maricopa County property owners so that all ad valorem property is fairly and equitably valued. Primary responsibilities include: directing appraisal staff through subordinate managers; reviewing and responding to public concern and inquiries; reviewing the most complex properties and appeals; providing expert analysis and testimony; representing the Assessor as necessary in high-level meetings and legal proceedings; analyzing and implementing new state legislation and Arizona Department of Revenue regulations; exercising oversight of employee development and continuing education, selecting and evaluating appraisal staff. Additionally, this position is responsible for working on behalf of the Assessor's Office with the Board of Supervisors, County Manager, and other County Management; assisting the Assessor in directing the preparation and approval of the department's budget; working closely with local jurisdictions, the legislature, and community organizations with the goal of equitable, fair, and efficient taxation practices. The Chief Appraiser reports to the Chief Deputy - Assessor.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$50.08	\$59.79	\$69.50

## Likely Minimum Qualifications

- Bachelor's Degree, preferably in real estate, property appraisal, civil engineering/planning, accounting or a related field OR four years experience in real estate, real or personal property appraisal, construction or a related field (other combinations of post-secondary education and experience may be considered in substitution) AND
- Minimum 10 years or professional experience in ad valorem assessment, fee appraisal, or real estate administration including 5 years of supervisory and/or management experience.
- Master's degree preferred.
- Successful completion of Arizona Department of Revenue (DOR) Level II coursework; professional certification or designation from a professional appraisal organization OR evidence of at least 300 hours of successfully completed coursework towards a certification or designation from a professional appraisal organization may be accepted in lieu of DOR Level II certification. In such instances, DOR Level I certification must be completed within 15 months of hire and DOR Level II certification must be attained within one year thereafter.
- Possession of an equivalent state issued property appraiser certification may be accepted in lieu of Arizona DOR Level II certification. In such instances, DOR Level I certification must be completed within 15 months of hire and DOR Level II certification must be attained within one year thereafter.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Chief Appraiser

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.