

# Market Range Detail - Appraiser

## Effective Date

May 6, 2009

## Market Range Title Description

Positions in this market range title are responsible for researching and determining ad-valorem assessments for simple to moderately complex land, residential, business personal property, and commercial properties. Primary duties typically include conducting journey level data collection and complex research using market, cost, and income approach valuation methods to establish property values of complex properties, documenting and defending property valuations, reviewing information submitted by taxpayers and consulting with professional experts, negotiating with taxpayers and professionals while conducting Assessor appeals and commonly appearing before State Board of Equalization in single hearing officer appeals for properties valued under \$500,000, defending values in small claims court, appearing as an expert witness in Superior Court level appeals as needed, answering complex inquiries concerning property taxes, assessments, exemptions, protests, legal descriptions and classifications, resolving disputes and customer complaints, and participating in special projects. May be assigned to assess or assist in assessing Statutorily Assessed Properties.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$17.32	\$22.62	\$27.92

## Likely Minimum Qualifications

- Appraiser II:
  - 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
  - 6 months additional appraisal experience, preferably in an ad valorum environment.
  - Successful completion of Arizona Department of Revenue (DOR) Level I coursework and test; 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 I certification. In such instances, DOR Level I certification must be completed within 15 months of hire.
  - Possession of an equivalent state issued property appraiser certification may be accepted in lieu of Arizona DOR Level I certification. In such instances, DOR Level I certification must be completed within 15 months of hire.
  - A valid AZ Driver's License and a personal vehicle (plus current registration and proof of in-force automobile insurance) are required to conduct field data collection and appraisal duties.
- Appraiser III:
  - 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
  - 2.5 years additional appraisal experience, preferably in an ad valorum environment.
  - Successful completion of Arizona Department of Revenue (DOR) Level II coursework and test; 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.
  - A valid AZ Driver's License and a personal vehicle (plus current registration and proof of in-force automobile insurance) are required to conduct field data collection and appraisal duties.

## Working Titles

- Appraiser II
- Appraiser III

### 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.