

PROPERTY APPRAISER

Recruitment #1609-0371DC-001

List Type Original

Requesting Department ASSESSORS OFFICE

Open Date 9/28/2016

Filing Deadline 11/4/2016 11:59:00 PM

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INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Property Appraiser is responsible for the valuation of all classes of property and is responsible for supporting the vision and mission of the Assessor's Office and accomplishing the goals and objectives of the strategic plan as they relate to the assigned duties. The position functions under the direct supervision of a Division Manager.

Note: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

The Property Appraiser is the first step of the Property Appraiser promotional series. Promotion to the next step, Senior Property Appraiser, is possible after education and experience requirements are met. Note: Individuals with previous assessment experience may be hired at the Senior Property Appraiser level.

ESSENTIAL FUNCTIONS

- Analyze and list all properties within the City of Milwaukee.
- Estimate equitable market values for the production of an annual assessment roll.

- Appraise real and personal property for assessment purposes using the cost, market and income approaches.
- Review estimated market values provided by the Assessor's Office Valuation Systems and finalize property values.
- Inspect property (residences and buildings), new construction and major improvements to existing structures to establish value. Prepare documentation of completed inspections.
- Analyze trends in sales prices, construction costs and rents in order to assess property values and determine accuracy of assessments.
- Explain assessed values to property owners, leasing agents, managers and legal representatives.
- Perform assessment reviews. Investigate assessment appeals. Make recommendations to the Board of Assessors. Present testimony before the Board of Review and Circuit Court.
- Classify property by its use, according to the Assessor's Office standards.
- Gather information about property by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy and obtaining other economic information necessary to estimate market values of real property.
- Provide prompt, courteous and customer focused service, information and assistance to department employees, the public, other city departments and other agencies; handle irate/upset property owners in person, over the phone and by e-mail.
- Maintain all office forms, reports and records.
- Participate and assist with training of other staff.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college or university with a major in Real Estate, Business Administration, Finance, Economics, Communications or Graphic Information Systems (GIS) or a closely related field, including at least one successfully completed course in Real Estate.

OR

- Property Assessment Certification or Associate's Degree in Real Estate from an accredited college and two years of professional level experience in property assessment or property appraisal.

OR

- Four years of professional level experience in property assessment or property appraisal. Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

- Certification by the State of Wisconsin at the Property Appraiser, Assessor I or Assessor II level under the State Assessor's Certification Program **within 6 months of appointment.**
- Valid driver's license and availability of a properly insured personal vehicle for use on the job required at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE QUALIFICATIONS

Bilingual in Spanish or Hmong.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles, methods and techniques of real and personal property assessment and valuation.
- Knowledge of basic mathematics such as addition, subtraction, multiplication, and division.
- Knowledge of materials and methods involved in the construction and repair of houses and buildings.
- Knowledge of property tax laws and regulations.
- Knowledge of computer applications and software such as: Excel, Word and Outlook.
- Ability to use computer equipment and software such as a computer, scanner, copier, digital camera and phone.
- Effective oral communication skills to accurately communicate information to citizens, co-workers and other interested parties.
- Written communication skills to develop professional/technical correspondences and reports.
- Interpersonal skills to develop and maintain effective working relationships with diverse groups of people.
- Planning and organizing skills to accomplish goals and meet objectives.
- Judgment and decision making skills. Problem solving and problem recognition skills.
- Ability to interpret Wisconsin State Statute Chapter 70.
- Ability to work effectively under stress.

Property Appraiser

- Ability to work under statutory and office deadlines.
- Ability to travel to work locations throughout the City.
- Ability to manage electronic communications.
- Ability to work independently and as part of a team.
- Ability to visually see details of property during inspections.

CURRENT SALARY

Property Appraiser (2DN): The current starting salary is \$49,568 for City of Milwaukee residents. The non-resident starting salary is \$48,352 annually.

Senior Property Appraiser (2HN): The current starting salary is \$63,232 for City of Milwaukee residents. The non-resident starting salary is \$61,681.

Recruitment may be at any increment within the relevant salary range based on credentials and with prior approval.

Certain criteria must be met to achieve the later steps of the Senior Property Appraiser range.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **October 28, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.