



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: MARCH 7, 2016**

**CLOSING DATE: MARCH 21, 2016**

**TITLE: APPRAISER**

**GRADE: 125**

**DEPARTMENT: FINANCE/ASSESSMENT**

**BARGAINING UNIT: AFSCME Clerical/Tech.**

**ENTRY RATE: \$13.84/HR \$26.988/YR**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DEFINITION OF CLASS:**

Under supervision, collects real estate improvement data, performs appraisals of land, mobile homes, residential, agricultural, commercial, industrial, and related accessory and outbuilding improvements, and records construction specifications. Work requires analysis and judgment skills, and selection of applicable methods and procedures.

**DUTIES & RESPONSIBILITIES:**

Determines land values, appraises residential properties, minimal light commercial, industrial, and agricultural properties and related improvements. Appraises mobile homes. Reads, identifies property locations, and routes field work using tax maps with a minimal amount of training. Maintains accurate records and files. Advises in preparation of appeals and mediation in all appeals, including Reassessment Informal and Formal Appeals, Annual and Change Notice Appeals. Prepares written reports for legislators and administrators. Solves problems using complex methodology or a whole discipline like physics or logic. Applies equations of trigonometry and geometry to establish field problems. Uses a camera, scales, tapes, calculator, and computer system, etc. in the performance of duties. Explains and interprets programs/policies to officials, representatives of other agencies and the public, and carries out policies and procedures and maintains communication with the same. Must be able to work independently. Property Appraisers perform technical and administrative work in the valuation and assessment of real property for the purpose of taxation. Their work involves extensive fieldwork in the review of existing and new properties and administrative and technical work in the office, and requires knowledge of building and zoning requirements, building construction methods as well as real estate processes and financial processes related to such.

Appraisers must be able to:

- Read and identify property locations, and route field work using tax maps with a minimal amount of training.
- Read and interpret deeds, maps, plats and construction blueprints and specifications.
- Maintain accurate records, reports and files.
- Uses a calculator, scales, tapes and camera in the performance of duties.
- Operate a desktop and laptop computer and use general and specialized software and internet applications.
- Work independently.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate or GED equivalent. Course credits in high school or post high school indicating a capability to perform duties as an appraiser. Minimum two years work experience in appraisal field or minimum of three years in assessment field and three years experience in the Integrated Assessment System software. The County reserves the right to establish educational and training equivalencies in place of the two years of work experience. Current PA driver's license and vehicle available for use on the job. Also, per Act 28 of 1992, must obtain State Certified Pennsylvania Evaluator (CPE) Certification within six months upon completion of Certified Pennsylvania Evaluator training.

**KNOWLEDGE AND SKILLS:**

A comprehensive knowledge of assessment policies and procedures is necessary. This includes a thorough knowledge of the reassessment process and the ability to operate, maintain, set assessments in and interpret values and tax adjustments in the IAS system. The ability to interact skillfully and informatively with the general public, experts in the appraisal field and/or legal representatives is required. Must have a background in assessment law and the Uniform Standards of Professional Appraisal Practice (USPAP).

**ANNUAL STATEMENT OF BENEFITS:**

<b>AFSCME Clerical &amp; Technical</b>	<b>SINGLE COVERAGE</b>	<b>DEPENDENT COVERAGE</b>
	\$9,400	\$20,900.00

Average paid holidays annually – 14 days	*Holidays may vary by bargaining unit
Average paid personal days– 5 days	
Average paid vacation– 6 days	