
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: **RESIDENTIAL APPRAISER**
This position is open to the General Public and County Employees.

POSITION NO: 24, 25

STARTING SALARY: \$31,197 - \$35,091

DEPARTMENT: ASSESSOR (700)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for locating, measuring, recording, and evaluating real property and improvements to existing property to provide a basis for tax assessment.

EXAMPLES OF WORK:

- Conducts field checks on single and up to four family residences in the field to measure outside perimeter of houses and driveway areas with tape; grades according to design type, construction type, quality construction, number of stories building shape, floor plan, insulation, heating and cooling systems, and amenities.
- Observes construction while in field to add new structures or additions to tax roll.
- Sketches outside perimeter of dwelling from measurements gathered in field.
- Records all information gathered during field check on record card for input into computer.
- Locates rural and residential property through use of maps, plats, surveys, and aerial photographs; identifies legal descriptions applying the metes and bounds, the rectangular survey, and the lot and block systems as necessary and identifies map changes necessary.
- Determines and applies the most feasible unit of comparison in the valuation of land, such as front foot, square foot, acre or site.
- Obtains construction cost information from homeowner, builders, contractors, developers, or other individuals for new construction.
- Researches standard construction cost figures for existing residences.
- Obtains sales information from real estate agents, mortgage lenders, and outside appraisers as necessary.
- Uses comparable sales information to determine a fair market value of residence.
- Determines most appropriate appraisal approach for all properties after computation of both market and cost approach value estimation.
- Updates and maintains appraisal files; prepares weekly production report.
- Reviews and critiques appraisal reports from outside fee appraisers.
- Presents and defends County appraisal valuations before the Board of Equalization, County Judge, and Circuit Court.
- Determines rental multiplier for multifamily dwelling units based on rental rates for comparable residences.
- Applies multiplier to sales price to determine income value for rental property.
- Updates appraisals files and records from copies of deeds, Board of Equalization decisions and etc.
- Assists with training of new employees as requested by supervisors.
- Performs other related duties as required.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Completion of High School Graduation.
- Completion of courses 1-4 offered by the Assessment Coordination Division.
- Completion of Courses 1 and 2 offered by the IAAO or accepted substitutable college level courses or courses offered by other professional appraiser organizations.
- Considerable experience in real estate appraisal work or a closely related area **OR**
- Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

- Must possess or be able to obtain State Certification as a Level III Realty Appraiser.
- Must possess a valid Arkansas Driver's License.
- Satisfactory completion of a traffic offense check.

OPEN DATE: 08-10-2017

CLOSE DATE: 08-16-2017 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.