

PERSONAL PROPERTY AUDITOR APPRAISER III

Personal Property Auditor Appraisers III perform audits of accounting records and appraise personal property within businesses. The work involves field visits and detailed examinations of documents, survey and analysis of sales of a broad diversity of personal property within businesses.

CLASSIFICATION DISTINCTIONS

This classification is the second level in the personal property appraisal family. At this level, the Auditor Appraiser is expected to independently appraise and audit the most complex accounts and larger businesses and to be able to determine solutions to unique appraisal conditions. The III level is distinguished from the II in that the advanced knowledge necessary to complete the more complex audits and in the development of sales data bases and trends used at the II level.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Appraise personal property through the examination of documents and records as well as field visits to visually assess and establish value.
- Audit complex accounting records of businesses related to personal property to insure compliance with requirements and consistency between records and property.
- Prepare thorough documentation of appraisals and audits; communicate results to tax payers, professionals, and other government agencies.
- Develop schedule and assessment cycle and audit methods for use by other Auditor Appraisers.
- Respond to questions from taxpayers and others concerning audits and appraisals performed; research, determine and initiate changes; document changes and prepare written responses.
- Work with other Auditor Appraisers to research and develop solutions to the more complex appraisal issues.
- Collect, analyze and verify personal property sales information; conduct research to determine current market levels; maintain knowledge of factors affecting value.
- Establish and maintain relationships with commercial real property appraisers to insure open exchange of information on appraisals.
- Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree with major course work in accounting, marketing, basic appraisal, market analysis and three to five years of prior appraisal experience. Completion of State Personal Property Appraiser Accreditation is required within six months of hire.

Possess a valid motor vehicle operator's license with evidence of a safe driving record.

Knowledge of: principles and practices of appraisal especially personal property appraisal and audits; business practices applicable to employees interacting with clients away from the work place; establishing and determining values; statistical methods and accounting principles; principles of new construction including building materials; various computer applications, including data base and word processing; laws, regulations and ordinances affecting appraisal processes.

Ability to: apply appraisal principles and techniques to complex personal property inspections; read and analyze accounting records and equipment specifications; research, analyze and determine appraisal information; establish and maintain effective working relationships with clients, co-workers and others encountered in the course of the work.

Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents work in an office setting and in the field. Essential tasks include appraisal inspections requiring that the appraiser be able to drive a personal vehicle to remote county locations and inspect personal property. Essential tasks within the office involve use of the telephone, personal computers and on-line terminals.

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Office use: 6/22/2000