



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Appraiser Supervisor  
(22376)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Assessment  
(29)*

**Revision Date:** January 2008

**General Description:** This is an administrative management position. The incumbent performs difficult and complex tasks related to the support, training and operation of the residential appraisal process and staff.

**Organization:** The Real Estate Supervisor reports to the Chief Deputy Assessor and supervises Real Estate Appraisers.

### **Essential Functions:**

- Supervises employees, performing related human resource functions and completing necessary paperwork.
- Reviews residential new construction, acreage changes/splits and appraisals made by subordinate appraisers to ensure uniformity and to check for errors in judgment.
- Conducts training for new appraisers in field and office procedures.
- Assists in training and updating staff in the use of the automated system.
- Appraises complex residential properties using the automated system.
- Creates, maintains and runs reports for statistical analysis.
- Provides support and training in the operation, application and maintenance of specialized computer software.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - Potential danger around construction sites
- B. Environment
  - Office-Primary
  - Field
- C. Physical Effort
  - Minimal
- D. Exempt

**Knowledge, Skills and Abilities:** Extensive knowledge of building construction practices and of building and land values. Extensive knowledge of modern principles, practices, and property appraisal procedures. Must have skill in appraising real property. Excellent oral and written communication skills with users, analysts, programmers, and management. Ability to supervise the work of others, good familiarity, skill, and instructional abilities with personal computers and automated systems. Must have good judgment, accuracy and the ability to meet with the public and to discuss appraisals on a professional basis.

**Education, Experience and Training:** High school diploma or equivalent required (associates degree preferred) and possession of the Certified Assessment Evaluator (CAE) or Residential Evaluator Specialist (RES) professional designations from the International Association of Assessing Officers, or equivalent certification required with at least five (5) years of related real estate appraisal work experience, including supervisory experience – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Valid Commonwealth of Virginia Real Estate Appraiser License