



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Assistant Residential Appraiser

SALARY:	\$20.21 - \$22.51 Hourly
OPENING DATE:	07/23/19
CLOSING DATE:	08/09/19 11:59 PM
FLSA:	Non-Exempt
UNION:	Non-Union
GRADE:	13
POSITION STATUS:	Limited Service Full Time

GENERAL PURPOSE:

This position is responsible for verification of residential sales, collation of Multiple Listing Service (MLS) and City permitting data, property inspections, data entry and valuation assistance of residential properties and property appeal reviews. This position supports the reappraisal project and has been created for the term of the project. This position begins in July 2019 and ends June 30, 2021.

ESSENTIAL JOB FUNCTIONS:

- Complete a review of all residential sold properties for the previous three-year period (approximately 400 sales)
- Review past permits and property data from a variety of sources, make property data corrections where necessary and generate preliminary assessed values for these sale properties using the City's Computer Assisted Mass Appraisal (CAMA) software.
- Collate and format building and zoning permits and other data for use by the contractor in the desktop revaluation of all residential properties.
- Assist the Deputy Assessor on the annual Sales Study for the VT Tax department.
- Perform preliminary valuation, reconciliation and review of properties as needed prior to final valuation review by the contractor.
- Assist with property data corrections and revaluations related to grievances made to the Board of Assessors and Board of Tax Appeals.
- Enter real estate and business personal property data into the computer assisted mass appraisal system Patriot Properties AP5.
- Compile and maintain field collection data and other related real estate market information.
- Employee will engage in a professional manor with the public on a regular basis.

Non-Essential Job Functions:

- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High school diploma or equivalent is required plus one-year of full time experience in real estate, appraisal, or assessing
- Successful completion of a minimum of 40 hours of real estate courses is required.
- Working knowledge of word processing and developing spreadsheets is required.
- Valid Driver's License is required.
- A vehicle is required to perform property inspections.
- Ability to perform on-site property inspections. Measure and list building improvements for data collection.
- Knowledge of CAMA software systems is preferred.
- Working knowledge of Patriot Properties AP5 CAMA system is preferred
- Ability to communicate effectively, both verbally and in writing.
- Ability to list and analyze residential property characteristics, including evaluating a property's condition and quality of workmanship and materials.
- Ability to research land records such as; surveys, maps, site plans, permits and legal documents.
- Ability to enter a variety of data on to the Computer Assisted Mass Appraisal system (CAMA) and other record keeping systems.
- Knowledge of office practices and procedures, including filing systems, mathematics, report and letter writing, as well as correct English usage, grammar, punctuation and spelling required.
- Strong organizational and time management skills preferred.
- Ability to work occasional evenings and weekends required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

ADDITIONAL INFORMATION:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at: <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE

AmeriCorps, PeaceCorps and National Service alumni are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/jobs>

Position #1337-07-001
ASSISTANT RESIDENTIAL APPRAISER
NA

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

jobs@burlingtonvt.gov

Assistant Residential Appraiser Supplemental Questionnaire

* 1. Do you have a high school diploma or equivalent?

Yes

No

* 2. Do you have one-year of full time experience in real estate, appraisal, and/or assessing?

Yes

No

* 3. Have you successful completed a minimum of 40 hours of real estate courses?

Yes

No

* Required Question