 State of New Hampshire Job Posting

Revenue Administration

Municipal and Property

109 Pleasant Street Concord NH 03301

Real Estate Appraiser

Labor Grade 23

$47,872.50 - $61,893.00

Position #14525

The State of New Hampshire, Revenue Administration has a full-time vacancy for Real Estate Appraiser in our Municipal and Property Division.

Summary:  
SCOPE OF WORK: Monitors the appraisal and assessment of all types of real property for tax assessment purposes for the Municipal and Property Division, Department of Revenue Administration.

ACCOUNTABILITIES:

Provides oral and written technical assistance, advice and guidance in the areas of assessing, appraising or equalization to municipal official, town counsel or independent municipal appraisers.

Trains subordinates in these areas as required.

Monitors municipal appraisal activities including revaluations to ensure accurate and consistent appraisal techniques are being practiced statewide.

Monitors private appraisal firms to ensure that they meet all statutory laws and state regulations.

Routinely meets with town officials to discuss deficiencies in appraisal procedures.

Offers constructive and reasonable alternatives to correct such deficiencies.

Holds meetings between municipal officials and the department to discuss appraisal, assessment or equalization related topics to ensure municipal officials understand statutory requirements, department rules and division policies.

Provides accurate and concise reports on municipal appraisal procedures.

Advises supervisor of questionable appraisal techniques.

Instructs municipal officials on property tax laws and regulations including current use, exemptions, credits, timber tax and gravel tax.

Provides narrative appraisals for equalization purposes upon request.

Testifies as expert witness in court to explain/defend appraisal data.

Acts as area supervisor in absence of the supervisor and assists in the training of Real Estate Appraiser Trainees.

Maintains strict adherence to the departmental laws and regulations pertaining to confidentiality of all tax information obtained from records, files, tax returns, and departmental investigations.

Other information:

MINIMUM QUALIFICATIONS: EDUCATION: Bachelor's degree from a recognized college or university with major study in business administration, accounting, or engineering. Each additional year of approved work experience may be substituted for one year of required formal education.

EXPERIENCE: Four year's experience in appraising or assessing real property. Each additional year of approved work experience may be substituted for one year of formal education.

LICENSE/CERTIFICATION: Valid New Hampshire driver's license.

SPECIAL REQUIREMENT: Overnight stay at work sites required as needed.

As a condition of employment to ensure suitability for exposure to confidential information all Department employees shall be subject to initial checks and periodic rechecks of their criminal background history, which may include an FBI background review, a state background review, and a check with local law enforcement agencies. The receipt of an unfavorable result may be grounds for disciplinary action up to and including dismissal.

RECOMMENDED WORK TRAITS: Extensive knowledge of appraisal principles and methods and their application to all types of property. Considerable knowledge of current values of urban and rural property. Considerable knowledge of building types and construction, use values and timber stands. Considerable knowledge of laws, regulations, and manuals applicable to appraisal work. Ability to make mathematical calculations. Ability to read topographic and geodetic maps, aerial, photographs and blueprints. Ability to prepare detailed diagrams of buildings and property. Ability to prepare reports and make recommendations. Ability to read financial statements. Ability to work without constant supervision. Ability to establish and maintain effective working relationships with municipal officials, co-workers and property owners. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

For further information please contact Kathryn Hubley, HR Coordinator, kathryn.m.hubley@dra.nh.gov or call (603) 230-5015.

EOE

TDD Access: Relay NH 1-800-735-2964