



City of Burlington, Vermont Assistant Residential Appraiser

SALARY	\$28.73 - \$32.02 Hourly	LOCATION	Burlington, VT
JOB TYPE	Regular Full Time Non Exempt	JOB NUMBER	1337-07-001
DEPARTMENT	City Assessor	OPENING DATE	12/05/2023
CLOSING DATE	1/14/2024 11:59 PM Eastern	FLSA	Non-Exempt
BARGAINING UNIT	AFSCME		

General Purpose

This position is responsible for valuation of residential properties. Also for the verification of residential sales, collation of Multiple Listing Service (MLS) and City permitting data, property inspections, data entry and valuation of residential properties and property appeal reviews. Additional assistance with preparation of the Grand List.

Union Affiliation: AFSCME

Pay Grade 16: \$28.73 - \$32.02 Hourly

Essential Job Functions

- Complete a review and inspections of all residential sold properties, and properties with material changes which affect the property valuation.
- Review past permits and property data from a variety of sources, make property data corrections where necessary and generate preliminary assessed values for these properties using the City's Computer Assisted Mass Appraisal (CAMA) software.
- Collate and format building and zoning permits and other data for the 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 valuations.
- 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

- 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.
- High school diploma or equivalent is required and at least three-years of office experience in real estate, appraisal, or assessing.
- Successful completion of fundamentals of Real Property Appraisal and Fundamentals of the Income Approach to Valuation or the equivalents. A Vermont Property Assessor Level 2 Certification is preferred or the demonstrated ability to obtain the Level 2 within 12 months.
- Working knowledge of word processing and developing spreadsheets is required.
- Valid Driver's License is required.
- Ability to work occasional evenings and weekends required.
- Experience in real estate, appraisal, or assessing highly valued and preferred.
- Knowledge of CAMA software systems is preferred.
- Working knowledge of Patriot Properties AP5 CAMA system is preferred
- Strong organizational and time management skills preferred.
- Ability to perform on-site property inspections. Measure and list building improvements for data collection.
- 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.
- 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.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.

Additional Information

Promoting a culture that reveres diversity and equity

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through our [Government Jobs](#)** website.

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-3057](tel:802-540-3057) or careers@burlingtonvt.gov.

Benefits

The City of Burlington is proud to offer full time employees a comprehensive benefits program that includes:

- Medical/Dental Insurance Coverage
- Prescription Drug Coverage
- Flexible Spending Programs
- Short-Term Disability Insurance
- Paid Leave (Sick and Vacation)
- Pension Plan
- Contributory Retirement Plan
- Life Insurance

- Discounted Gym Memberships
- Free Yoga Membership to Sangha Studios (Burlington, Williston & online)
- Tuition Discounts for Champlain College TruEd
- Employee Assistance Program
- Working Bridges Program
- Wellness Bonus Incentives Program
- Local & National Store Discounts
- Subsidized Transportation Options
- Qualifying employer for Public Service Loan Forgiveness

For additional details please visit <https://www.burlingtonvt.gov/HR/benefitsinformation>

Agency

City of Burlington, Vermont

Address

200 Church Street, Suite 102

Burlington, Vermont, 05401

Phone

802-540-2505

Website

<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Assistant Residential Appraiser Supplemental Questionnaire

***QUESTION 1**

Do you have at least a High School Diploma?

- Yes
- No

***QUESTION 2**

Do you have at least 3 years of office experience in real estate, appraisal, or assessing?

- Yes
- No

***QUESTION 3**

Do you have a valid drivers liscence?

- Yes
- No

* Required Question