



CITY OF SUN PRAIRIE
invites applications for the position of:

Property Appraiser *MON*

SALARY: \$26.30 - \$28.44 Hourly
\$2,103.65 - \$2,275.31 Biweekly
\$54,695.00 - \$59,158.00 Annually

OPENING DATE: 08/23/17

CLOSING DATE: 09/20/17 11:59 PM

THE POSITION:

Perform property appraiser responsibilities as assigned including competently discover, list and value all assigned taxable real and personal property within the taxation district that will be reported in the City's annual assessment roll. The appraiser is also charged with explaining and defending those assessments results on behalf of the City to the Board of Review, the Department of Revenue (DOR) and if required a court of law. The appraiser will follow guidelines in the Wisconsin Property Assessment Manual, Wis. Stat. Ch. 70, USPAP, and other recognized valuation authorities, departmental and City policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- **Discovery and Listing:** Accomplished through reviewing permits, sales, new and historic parcels, CSM's, and new plats. Interior and/or exterior inspections of properties to confirm or update property data. Review of Personal Property Statements and physical inspections of businesses within the city.
- **Valuation:** Statistical analysis of data on a mass appraisal basis including assessment ratio and other studies.
- **Explain and Defend:** Conduct Open Book meetings with property owners to explain valuation methods and listening to their concerns regarding property valuation. Present and competently defend valuations at Board of Review hearings and, if necessary, before the DOR and in a court of law.
- **Reporting:** Assist with the filing of the Annual Assessment Roll, all required reports to the City and the DOR in a timely manner.
- Provide assistance to Assessor and staff on other projects as assigned.
- Perform all responsibilities of an Assessment Technician.
- Professionally respond to internal and external inquiries.
- Educate and instruct property owners about the assessment process. Provide assessment information to appraisers, attorneys, brokers, general public, taxpayers, real estate agents, etc.
- Use of all available technology to efficiently complete assignments.
- Cooperative and productive member of the assessment and City team.
- Goodwill ambassador of the City.

REQUIREMENTS OF WORK:

- Requires a Property Appraiser certification from the DOR (Assessor II certification is preferred). Demonstration of a general working knowledge of the methods and techniques for assessing residential and commercial properties using WI Statutes, WPAM, and the standards of professional mass appraisal practices. Demonstration of an ability to make a variety of mathematical computations accurately and analyze associated data appropriately. An ability to

read and interpret legal descriptions and other legal documents.

- Working knowledge of the three approaches to value. An ability to identify, acquire and analyze data from various sources, distinguish and define market areas, establish criteria for changes and updates to valuation models, interpret results, and convey final values for the annual Assessment Roll.
- Knowledge of and proficiency in the use of general office software applications as well as assessment related software (CAMA, Apex, Excel, Word, Microsoft Access, GIS, E-mail and Internet, etc.).
- Ability to communicate effectively with other staff, residents, business owners, Board of Review members, other governmental agencies and software vendors.
- Property Appraiser II Certification from the Wisconsin Department of Revenue is preferred.
- Ability to pass an Excel test.
- A valid Wisconsin driver's license and good driving record is required. (Occasional use of a personal vehicle to conduct City business is required only when City vehicles are not available.)
- Prefer five years' experience in the assessment field. Demonstrate knowledge of and experience in using the three approaches to value.
- Adhere to all departmental and city policies.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

- Maintain prompt, predictable and regular physical attendance.
- Maintain ability to enter and competently conduct interior and exterior inspections of any type of property in all types of weather throughout the municipality at all times.
- Maintain ability to lawfully operate designated motor vehicles at all times when duties are performed.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify at Board of Review and in a court of law.
- Ability to work at a desk for extended periods of time.
- Must be able to stand and walk on a variety of ground conditions or contours for an extended period of time while conducting a property inspection.
- Ability to perform light physical tasks during inspections under varying weather conditions.
- Ability to drive City vehicles to fielding assignments or outside training locations in varying weather conditions.
- Ability to carry and manage multiple pieces of small equipment related to fielding assignments.

OTHER JOB FUNCTIONS:

- Provide supplemental front counter and telephone support as needed.
- Special Projects as assigned.
- Coordinate the activities and assign work to contracted employees for specific projects and periods of time.

City of Sun Prairie is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofsunprairie.com>

Position #2017-00036
PROPERTY APPRAISER *MON*
DR

300 East Main Street
Sun Prairie, WI 53590
608-825-1174

sp-jobs@cityofsunprairie.com

Property Appraiser *MON* Supplemental Questionnaire

- * 1. Please briefly describe your experience in using Excel to create and manage spreadsheets. Include functions you are familiar with and how you use Excel in your assessing work in your description.

- * 2. Please briefly describe your familiarity with and extent of use of electronic sketching. Include software names/ programs, years of use, and approximate number of sketches created in your description.

- * Required Question