



**CITY OF WAUWATOSA**  
invites applications for the position of:

## **Appraiser**

**SALARY:** See Position Description

**OPENING DATE:** 02/23/18

**CLOSING DATE:** 03/13/18 04:30 PM

### **POSITION OVERVIEW:**

The City of Wauwatosa is much more than an employer – it's a community. The City of Wauwatosa is a progressive, full-service municipal organization. Be a part of a team that strives to find new and better ways to improve our residents' experiences.

The Appraiser is responsible for the valuation, data maintenance and valuation defense for real and personal property; residential, condominiums and commercial parcels.

The starting pay for this position ranges from \$24.55 to \$28.05 hourly, depending on experience and qualifications. Further increases to the top of the range, \$33.66 will be based on performance.

### **ESSENTIAL FUNCTIONS:**

The following are normal for the position but shall not be construed as exclusive or inclusive. Other related duties may be required and assigned.

- Conducts field and office appraisals using cost, income and sales comparison approaches. Appraisals include personal property, residential properties, condominiums, and commercial properties. Gathers and records data.
- Analyzes and maintains data such as sales prices, income, lease information and building costs to determine appraised values. Analyzes interest rates and allowances for economic and functional obsolescence.
- Receives and investigates complaints about real and personal property assessments; updates and corrects file information. Prepares personal property, residential and commercial assessment appeal cases and testifies as to value in court proceedings and before Board of Review.
- Reads and analyzes building blueprints to produce computerized sketches. Reads and analyzes legal descriptions and plat maps to determine assessed values.
- Attends Open Book and Board of Review hearings to provide information and defend assessments.
- Performs other appraiser-related work as required.

### **MINIMUM REQUIREMENTS:**

#### **Minimum Requirements**

- High School Diploma or equivalent.
- Continuing education in assessment, real estate, accounting, business administration, economics or directly related field required.
- Two to three years of related experience in property assessment or related real estate experience; residential, commercial and/or manufacturing property appraisal.
- Valid WI Driver's License.

#### **Additional Qualifications**

- Certification by the State of WI Department of Revenue as an Assessor I required within six months of hire, strongly preferred at time of hire.
- Certification by the State of WI Department of Revenue as an Assessor II required within one year of hire, preferred at time of hire.
- Working knowledge of CAMA (computer assisted mass appraisal).
- Knowledge of mathematical and statistical tools used in real property appraisal.
- Proficiency in Microsoft Office products including Word and Excel.
- Ability to perform math calculations accurately.
- Ability to comprehend a variety of documents such as deeds, surveys, cadastral maps, real estate transfer returns, personal property statements, blueprints and building permits.
- Ability to interpret Wisconsin State Statutes, Wisconsin Property Assessment Manual (WPAM), other manuals and state prescribed forms.
- Considerable knowledge of the law as it pertains to the assessment of real property.
- Familiarity with local, social and economic factors affecting real estate property values.
- Experience with revaluations preferred.

The City of Wauwatosa reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

### **Leadership Competencies**

We hire people with strong technical skills and who embrace change and who are ready to help make Wauwatosa a better, stronger community. All of our employees are leaders. We place as much emphasis on leadership as technical skills. The following leadership competencies have been identified as essential qualities for success in this position:

1. Self-Directed and Time Management Skills
2. Project Management and Results Oriented
3. Team Player
4. Communication and Interpersonal Skills
5. Analytical Skills and Problem Solving

### **ADDITIONAL INFORMATION:**

Receives direction and supervision from the City Assessor.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wauwatosa.net>

Position #201200251

APPRAISER  
BM

7725 W North Avenue  
Wauwatosa, WI 53213  
(414) 479-8955

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### **Appraiser Supplemental Questionnaire**

- \* 1. What is the highest level of education you have completed?
  - HS Diploma or GED
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or Higher
  - I do not possess a diploma or degree
- \* 2. Do you have continuing education (a degree or coursework) in assessment, real estate, accounting, business administration, economics or a directly related field?
  - Yes
  - No
- \* 3. Do you possess a valid Wisconsin Driver's License
  - Yes

- No
- \* 4. How many years of related experience (property assessment or related real estate experience; residential, commercial and/or manufacturing property appraisal) do you have?
- I have no related experience.  
 0-1 years  
 2-3 years  
 4 or more years
- \* 5. Do you currently possess certification by the State of WI Department of Revenue as an Assessor I?
- Yes  
 No
- \* 6. If you answered no to the last question, are you able to obtain Assessor I certification within six months of hire?
- Yes  
 No
- \* 7. Do you currently possess certification by the State of WI Department of Revenue as an Assessor II?
- Yes  
 No
- \* 8. If you answered no to the last question, are you able to obtain Assessor II certification within one year of hire?
- Yes  
 No
- \* 9. Please rate your proficiency with Microsoft Word.
- I have no experience with Microsoft Word  
 Beginner  
 Intermediate  
 Advanced
- \* 10. Please rate your proficiency with Microsoft Excel.
- I have no experience with Excel  
 Beginner  
 Intermediate  
 Advanced
- \* 11. How did you find out about this position?
- City of Wauwatosa website  
 City of Wauwatosa employee  
 Job Interest Card  
 Website - Other  
 Other  
 League of WI Municipalities  
 Indeed.com  
 UW School System  
 WI Technical School Network  
 WAAO
12. For the previous question, if you marked "City of Wauwatosa employee", "Website - Other" or "Other", please indicate your specific referral source.
- \* 13. I understand that while I may attach a resume to my application, each section of the application needs to be completed in its entirety, including my employment history for the last 10 years. A resume may not be submitted in lieu of completing the application. I further understand that incomplete applications will not be considered.
- Yes

No

\* Required Question