



King William County
Est. 1702

NOTICE OF POSITION VACANCY

ASSESSOR FOR REAL ESTATE COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Assessor for Real Estate. This is a new position as of July 1, 2018. The position is a full-time position and will be responsible for starting up an Assessor's Office for the County and managing part-time staff. The full Job Description for this position is attached. Salary range is \$58,777 to \$72,000 with benefits. Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources>) along with professional resume and references may be submitted electronically (PDF format only, please) to deputyclerk@kingwilliamcounty.us Subject Line: Application-Assessor for Real Estate or by mail to: County of King William, 180 Horse Landing Road #4, King William, VA 23086 – ATTN: Ms. Olivia Schools. Applications accepted until positions filled.

King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF FINANCIAL SERVICES**

JOB DESCRIPTION

Job Title:	Assessor for Real Estate		
Position No.:	012320-1100-01		
Position Class:	Manager		
Pay Grade:	E31		
No. of Employees Supervised	RFT: 0	RPT: 1	

GENERAL DESCRIPTION:

Under general direction, performs complex professional and administrative work in planning, organizing, and directing the comprehensive assessment and reassessment of real property in the County utilizing an established mass appraisal modeling approach – systematically appraising groups of properties using standardized procedures and regular statistical testing. Work also includes management and supervision of professional, technical, administrative and support staff. Employee must exercise considerable initiative and independent judgement in all phases of work. Employee must also exercise tact and courtesy when in contact with public officials, developers, contractors, and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes and directs the Real Estate Assessment Department; assumes full responsibility for the assessment of real property parcels in the County, coordinating proper designation of land uses and ownership; supervises professional, technical, and administrative support staff; supervises all administrative matters in the department including budget preparation, budget expenditures, scheduling, training and personnel matters.
2. Directs an effective and comprehensive assessment program for the County. Responsible for appraising real property, and represents the Assessor's office before governing bodies, taxpayers and the general public. Develops an assessment sales ratio study to ensure a level of assessment equality throughout the County and within the Department.
3. Oversees the maintenance (electronically and hard copy) of records pertaining to all real estate in the county, including those related to land use. Ensures the proper recordation, maintenance and presentation of records to public and assist her/him in developing policies and procedures regarding appraisal records, property maps, related records and computerized databases.

4. Develops and oversees appeals process for taxpayer challenges to assessments; ensures all properties are appraised equitably and at fair market value. Appears before Board of Equalization and other judicial proceedings to explain and/or defend assessment values.
5. Supervises the appraisal of complex parcels of property such as waterfront, commercial and industrial or tax-exempt properties.
6. Determines exterior and interior dimensions of buildings, including the foundation, exterior walls, type of roofing, number of rooms and basement area.
7. Determines functional and physical depreciation of the structure; and determines the grade of the structure according to a predetermined scale.
8. Appraises all manufactured homes located within the County regardless of whether they dwell in a Manufactured/Mobile Home Community or reside on real property owned by the taxpayer.
9. Receives and address inquiries from taxpayers concerning individual assessments, or assessment program.
10. Makes oral presentations before professional civic and community groups, and to media representatives or forums to explain practices and procedures of Assessor's office and facilitate a positive image of Assessor's office and programs.
11. Attends seminars, conferences, workshops, classes, lectures, etc., and reviews literature, as appropriate, to enhance and maintain knowledge of legislation, court decisions, trends and developments in the fields of real property appraisal and assessment.
12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Duties are performed in office environment and in various outdoor locations throughout the County when performing fieldwork.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of appraisal practices and techniques, including the three approaches to value; income, cost, and sales comparison approach.

Thorough knowledge of residential and commercial cost manuals.

Broad knowledge of appraisal procedures, market trends, and construction cost within the County and Commonwealth.

Broad knowledge of state laws and County ordinances concerning real estate assessment, land use, and rollback tax assessments.

Broad considerable knowledge of current construction costs, including building materials and land values.

Broad knowledge of geographical layout of the County.

Broad knowledge of modern management principles and practices.

Broad knowledge of microcomputers and skill in their use including word processing, relational databases, and database management.

Ability to create and understand complex modeling as applied to Real Estate Assessment in a relational database environment.

Ability to read and understand building construction plans and specifications.

Ability to communicate effectively, both orally and in writing.

Ability to deal tactfully and effectively with property owners, County officials, contractors, and the general public.

Ability to learn and apply the applications of local ordinances and State laws relating to real estate assessment, land use and tax assessment.

Ability to exercise independent judgment and initiative on correctly evaluating a variety of residential dwellings, commercial and industrial buildings and building improvements.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's degree in business administration, public administration, accounting or a related field.

Seven (7) to ten (10) years of experience in assessment and appraisal.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established King William County Driving Standards.

In accordance with the Code of Virginia, Sec. 58.1-3253 be certified by the Tax Commissioner to perform General Reassessments on an interval so directed by the Governing Body of King William County.

Designation as an appraiser from a recognized organization such as the IAAO or the American Institute of Real Estate Appraisers, etc.

Possession of Certified General Real Estate Appraiser License issue by the Commonwealth of Virginia is preferred.

The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.