



CITY OF AMES
invites applications for the position of:
Residential Appraiser II

An Equal Opportunity Employer

SALARY: \$28.73 - \$41.49 Hourly

OPENING DATE: 11/24/21

CLOSING DATE: 12/08/21 05:00 PM

GENERAL INFORMATION:

Centrally located in the heart of Iowa, The City of Ames is a vibrant, progressive community with more than 60,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

The City of Ames has an exciting opportunity for a Residential Appraiser II to provide support to the City Assessor's Office.

The Residential Appraiser II estimates the taxable value of residential, agricultural and exempt properties; performs related work as required.

The work is performed under the supervision of the Chief Deputy Assessor but considerable leeway is granted for the exercise of independent judgment and initiative.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit the website through this link: [PSLF Program](#)

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to education and work history, as well as any required supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Performs onsite inspection of existing structures;
- Obtains and/or verifies information regarding physical characteristics of improved and/or unimproved residential properties;
- Reviews sale characteristics of property sold within specified period;
- Assigns residential property values by analyzing property information and establishing a property value that best represents fair market value;
- Document appropriate characteristics of structures on a property record card to determine property details, including square footage, quality of property, improvements to utility systems, etc.;
- Determines property value history and characteristics including knowledge of the market using quantitative and/or qualitative factors associated with the neighborhood (i.e. proximity to schools,

public safety concerns, , proximity to medical facilities, etc.);

- Meets with property owners to review and/or correct property characteristics, collect and document evidence and explain the property valuation and appeal process;
- Research and verify property owners information;
- Update and maintain required reports
- Analyzes inspection data and makes appropriate changes to existing records and assessments;
- Performs analysis of assessments for the assigned purpose of recommending changes in assessments and revaluation projects;
- Analyzes and compares the level of assessment of different neighborhoods to maintain consistency in the reflected market value of assessments;
- Reads and interprets blueprints, plats and condominium articles and amendments;
- Handles appeals from assigned areas that come to the Board of Review including onsite inspections, area and equity studies for market value;
- Provides support and testimony in litigation at the District Court and Iowa Property Assessment Appeal Board level
- Completes final inspection upon construction completion to complete the property listing;
- Answers information requests from property owners regarding the assessment process;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends meetings, conferences and workshops;
- Performs related work as required.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

QUALIFICATIONS:

Required Education and Experience:

- Graduation from High School, GED, or HiSET certificate
- 5 years of experience in residential property appraisals; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Licenses and Certificates:

- Valid Driver's License
- Successful completion of Uniform Standards of Professional Appraisal Practice (USPAP)
- Successful completion of IAAO Course 101 and 102 or ability to obtain within 1 year of appointment

Preferred:

- Experience with construction work.

Knowledge, Skills, and Abilities:

- Good knowledge of the procedures, methods and techniques used in the appraisal of residential, agricultural and exempt land and property for ad valorem tax purposes;
- Good knowledge of building construction practices and of building and land costs;
- Good knowledge of State Law for appraisals and the assessment process;
- Ability to communicate effectively and maintain working relationships with other City employees, home builders, and the general public;
- Ability to prepare accurate and reliable reports containing findings and recommendations and conclusions on property appraisals;

- Ability to operate a personal computer using program application appropriate to assigned duties and responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to communicate effectively and maintain working relationships with other City employees, elected officials, community groups and the public
- Ability to develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, honesty and resourcefulness
- Detail oriented
- Ingenuity and inventiveness in the performance of assigned tasks.

SUPPLEMENTAL INFORMATION:

Physical & Environmental Characteristics:

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with other City employees, home builders, and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit work sites for the purpose of inspection.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, on-site interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

Depending on the number of qualified candidates, the City may forego phone interviews.

NOTE: Preference may be given to applicants possessing qualifications above the minimum

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position

responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median rate of pay for this position is \$35.11/hr.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.cityofames.org/jobs>

Job #21-CARA2-01
RESIDENTIAL APPRAISER II
SP

OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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Residential Appraiser II Supplemental Questionnaire

- * 1. Have you completed High School, GED, or HiSET certificate and have 5 years of experience in residential property appraisals; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work?
 Yes No

- * 2. Please describe your experience in residential property appraisals; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. (please include length of time)

- * 3. Will you have a valid driver's license at the time of hire?
 Yes No

- * 4. Have you completed IAAO Course 101 and 102 or do you have the ability to obtain these within 1 year of appointment?
More information can be found on the IAAO website www.iaao.org or at this link: <https://tinyurl.com/37rxmzsf>
 Yes No

- * 5. Have you completed Uniform Standards of Professional Appraisal Practice (USPAP)?
More information can be found on the Appraisal Foundation website at www.appraisalfoundation.org or at this link <https://tinyurl.com/44bxmcb5>
 Yes No

- * 6. Please describe any experience you have with construction work. (please include length of time)

- * Required Question