



**City of Phoenix**

## **REVIEW APPRAISER**

**JOB CODE 12130**

Effective Date: 05/93

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to review appraisal reports of contracted or staff Appraisers and perform appraisals of the more difficult properties preparatory to acquisition or disposition. Incumbents must qualify and testify as expert witnesses in condemnation actions. Although the work follows standard appraisal approaches, each appraisal is different and requires the use of judgment and initiative. Work is performed under the general supervision of the Assistant Real Estate Administrator with wide latitude in approaches and judgment.

### **ESSENTIAL FUNCTIONS:**

- Organizes, directs, assigns, and reviews appraisals made by staff Appraisers and/or independent appraisers for lease, disposition or acquisition of property and makes recommendations;
- Investigates and determines the special benefits and damages to real property from construction of public improvements;
- Participates in court proceedings for City condemnation actions as expert witness;
- Appraises the market value of all types of properties;
- Reviews and makes preliminary and final estimates of right-of-way costs and whole property acquisition;
- Participates in right-of-way alignment conferences regarding proposed projects;
- Investigates and resolves problems relating to leasing, renting, right-of-way and title.
- Collects and analyzes data to prepare detailed reports regarding property values;
- Interprets legal and engineering documents for performing real property appraisals;
- Performs difficult property appraisals in preparation for acquisition and disposition;
- Prepares and reviews project appraisals for various City departments;
- Performs physical inventories of such items as improvements and fixtures added to real property;
- Prepares, reviews, and monitors Section's budget and work order requests as delegated;



## **City of Phoenix**

- Negotiates fees on single and multi-parcel projects with independent appraisers and performs all related contract administration;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Appropriate sources of information for appraising real property.
- Principles and practices of real property and improvements and appraisals.
- Principles and practices of personnel management and supervision.

Ability to:

- Review or check the work products of others to ensure conformance to standards and condemnation law.
- Read and interpret legal and engineering documents applicable to making real property appraisals.
- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively with other employees, customers, clients, and the public.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in a face-to-face, one-on-one setting.
- Comprehend and make inferences from material written in the English language.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Perform arithmetical computations quickly and accurately.
- Walk over rough, uneven, or rocky surfaces.
- Climb ladders or steps to reach objects.
- Read labor or material cost estimates and blueprints and work plans.
- Enter data or information into a terminal, PC, or other keyboard device.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



## **City of Phoenix**

drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of experience in appraising real, commercial, and income property and a bachelor's degree in business administration, civil engineering, or a related field.

According to Arizona state law, incumbents in this classification must be certified as a state certified general appraiser. Other combinations of experience and education that meet the minimum requirements may be substituted.