



# The CITY OF WAUSAU is Now Hiring Property Appraiser

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**Opening Date: May 3, 2021**

**Closing Date: Monday, May 24, 2021 at 11:59 p.m.**

## **To Apply**

Applications must be submitted at the following link: <https://agency.governmentjobs.com/wausauwi/>  
Applications must be complete and include an attached resume in order to be considered for this position.

## **Salary Information**

The starting hourly rate for Property Appraiser is \$21.03 - \$25.24 DOQ, which represents the minimum to midpoint of the current salary range. The midpoint represents the salary level for an employee who is fully qualified and performing at a proficient level over a period of time. The full salary range for this position is \$21.03 - \$29.45.

## **Purpose of the Position**

The purpose of this position is to inspect properties in a multi-jurisdictional environment considering factors such as market value, location of property and building or replacement costs to determine properties assessed values.

## **Essential Duties and Responsibilities**

1. Conducts real estate and field inspections to gather information regarding the size, type, quality, methods and materials used in building construction.
2. Conducts field and office appraisals of complex residential properties, condominiums, apartment complexes and light commercial properties; gathers and records data, reappraise as required.
3. Review Personal Property statements and physical inspections of businesses and data entry
4. Responsible for mobile home valuations and the monthly reporting to Park owners, mobile home owners and City Clerk
5. Develops market value appraisals of real estate using field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.
6. Provides assistance to the Assessor in developing and completing annual assessment rolls, and State-required final reports.
7. Responsible to communicate to the public involving the explanation of property and real estate assessments and assessment procedures, requirements, rules, and guidelines -
8. Analyzes, collects and verifies assessment information from appraisals, rents, income and expenses, sales permits, market trends, interest rates and allowances for economic and functional obsolescence.
9. Analyzes and maintains a variety of data such as zoning, home sale prices, income, lease information, and building costs to determine appraised values.
10. Conducts open book conferences with the general public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuations at the Board of Review proceedings, before the DOR t 70.85 hearing and in court.
11. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
12. Conducts statistical and special studies. Compares neighborhood values.
13. Assist with the development of residential land values for new City sub-divisions, un-platted and annexed land.
14. Reads and analyzes legal descriptions and plat maps to determine assessed values.

15. Prepares various property and real estate records. Enters field work changes and updated information into computer and software systems. Use of all available technology to efficiently complete assignments.
16. Analyze building blue prints and prepares, produces computerized sketches.
17. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential appeals cases, testifies as to value at the Board of Review and/or court appeals and 70.85 hearings and assists with commercial assessment as needed.
18. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.
19. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market characteristics and trends, and Department and City policies and procedures.
20. Cooperative and productive member of the assessment and City team.
21. Goodwill ambassador of the City.
22. Other duties as assigned.

### **Additional Duties and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Maintains, analyzes and updates real estate advertising files.
- Attends WAAO quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

### **Education and Experience Requirements**

- Associate's degree in real estate, property appraisal or related field with two or more years of work experience providing the requisite equivalent knowledge, skills and abilities of the position.
- Ability to achieve Assessor I certification from the Wisconsin Department of Revenue within six (6) months of hire.
- A valid Wisconsin motor vehicle operator's license, or ability to obtain, and access to reliable transportation required.

### **Preferred Qualifications**

- Certification or training as Real Estate Salesperson, Broker or Appraiser is favorable.
- Prefer the completion of IAAO course 101, Fundamentals of Real property Appraisal.
- USPAP Certification is recommended.

A combination of education and experience that provides the equivalent knowledge, skills, and abilities may be considered.

### **Knowledge, Skills and Abilities**

- Ability to use Microsoft Word at a basic skill level and Microsoft Excel at an intermediate skill level.
- Ability to utilize other software specific to position and department functions.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to communicate effectively with, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to make independent decisions in accordance with established policies and procedures.
- Ability to read and interpret blueprints and legal descriptions.

- Ability to utilize a variety of advisory data and information such as financial statements, maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, appraisals, assessor's reports, tax and assessment rolls, a variety of statistical and narrative real estate related reports, State statutes, property cost manuals, procedures, guidelines, Wisconsin Assessment Manuals and non-routine correspondence.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company personnel, Realtors, County Treasurer, property description personnel, County Register of Deeds, and data processing personnel.
- Knowledgeable of mathematical and statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledgeable of the principles and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to work independently, exercise judgement and effectively utilize authority, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, camera, drafting instruments and telephone.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and textures associated with job-related objects, materials and tasks.

#### **Physical and Working Environment**

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel in Wausau area.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

***The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.***