

City of Providence

JOB DESCRIPTION

Title of Position	Commercial Appraiser (Assessor)
Salary	\$83,641
Summary	Under general supervision of the City Assessor or designee performs responsible technical work relative to the assessment process and performs field and clerical work associated with the analysis of property data.
Duties & Responsibilities	<ol style="list-style-type: none">1. Conducts appraisal of real property.2. Classifies new and existing buildings relative type and occupancy.3. Measures and makes technical computations relative to replacement values, appreciation, depreciation, obsolescence, and capitalized values.4. Prepares sketches and collects pertinent data and records relative to the valuation of improvements.5. Defends valuations in litigation procedures.6. Performs work that conforms to the Uniform Standards of Professional Appraisal Practice (USPAP).7. Participates in all phases of the reevaluation and appeals process.8. Performs other related duties as assigned.
Minimum Qualifications	<ol style="list-style-type: none">1. High school graduate or equivalent.2. Rhode Island Certified General Appraiser with three (3) years experience; or is a Designated Commercial Appraiser in good standing of a qualified association within the Appraisal Foundation; or holds a Master's Degree in Real Estate or a

related field; a real estate license in Rhode Island with a concentration of experience in commercial real estate sales is preferred.

3. Must have of the geography of the City of Providence.
4. Working knowledge of structural engineering or architecture as it pertains to cost estimating.
5. Working knowledge of all controlling assessment laws relative to the valuation of property; ability to examine and classify real or personal property and estimate value of same.
6. Must be designated to perform appraisals of all commercial, industrial, and residential properties.
7. Ability to work independently, efficiently, and keep accurate and neat records.
8. Ability to understand and carry out complex oral and written instructions.
9. Ability to communicate effectively and courteously with the public in order to establish confidence and to secure cooperation in obtaining required information.
10. Must be able to perform all essential functions of the job.
11. Must meet residency requirements of the City Charter.