



## CLASS SPECIFICATION

Class Code: 60018276  
Date Established : 09/2016  
Last Reviewed: 03/2025  
Last Revised: 03/2025  
Title Change:  
FLSA: non-exempt  
Probation: 6 months

### APPRAISAL SUPPORT SPECIALIST

#### **DEFINITION**

Under supervision, provides specialized technical and clerical support to the appraisal division; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of full-time experience in an appraisal, assessment, accounting, finance, real estate, information technology or related field; or an equivalent combination of related education and experience. A bachelor's degree in business administration, accounting, finance, real estate, information technology or a related field may substitute for the required experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises lead direction.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform a wide range of specialized technical and clerical support duties for the real and personal property appraisal division such as aerial & field discovery, data verification and collection, special project analytics, and developing reports; creating and maintaining processes/training manuals; audit tracking & reporting; data import preparation for appraisal review; and exploring process changes, improvements, automation, and streamlining using technology-based programs such as Python.

Coordinate with the building departments of the City of Reno, City of Sparks, and Washoe County to collect and maintain records of building permits and architectural plans of all buildings constructed in each jurisdiction. Verify building permits correspond to correct parcels, track building permit statuses and progress.

Review, interpret and convert architectural plans, review mobile home conversions, clarify information as needed and present all relevant information to Appraisers.

Distinguish characteristics of construction types and components through review of plans or conducting field investigations; enter clarification, correction, and/or update as needed to appraisal records and sketches for appraiser review.

Communicate with contractors, developers, engineers, and residential/commercial property owners in order to ascertain accurate and complete data.

Create computerized digital sketches of complex building floor plans from hard copies of architectural plans and other sources using mathematics, geometry and electronic sketch program software.

Review and reconcile appraisal records against sketches for accuracy and compliance with policies and statutes; advise appraisers of discrepancies between appraisal record and sketches.

Create and maintain common area workbooks and basic GIS maps; create and maintain master file in digital format and/or hard copy of all building permits and new subdivisions for review and analysis by Appraisers.

Process complex personal property declarations to assign life categories to business assets of casinos, manufacturing, telecom and billboards.

Provide detailed information on division services, programs, functions, policies and procedures; handle escalated and increasingly complex inquiries from customers, staff and others.

Process roll change requests to personal property assessments by utilizing multiple assessment and research tools to ensure changes to valuations are warranted.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Assessor's Office organization, policies, and procedures.

Laws, regulations, policies and procedures regarding valuation of real and/or personal property.

Basic GIS mapping functions.

Marshall Swift cost manuals.

Data collection procedures utilized in real and/or personal property appraisal.

Information required on appraisal records and computer databases.

Computer software specific to the department/division.

The valuation of real and/or personal property and relevant statutes and regulations.

Construction types and components.

Departments and agencies associated with the Assessor's Office.

#### **Ability to:**

Read and interpret legal descriptions, deeds of title, cadastral maps, building plans, permits and descriptive sketches.

Create detailed digital sketches including delineating and labeling building areas according to Marshall Swift cost manuals.

Provide lead direction and training to assigned staff.

Use a variety of technical computer programs related to appraisal activities including CAMA system and GIS mapping applications.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Data collection methods and record keeping.

Basic terminology and concepts related to real and/or personal property appraisal and building construction.

Microsoft Office Suite applications (Word, Excel, and Outlook).

Math skills including fractions, percentages, geometry and algebra.

Communication methods.

**Ability to:**

Establish and maintain general and technical record keeping systems.

Perform data entry and retrieval through word processing and create spreadsheets.

Manage time and organize and prioritize assigned tasks.

Review and analyze data and arrive at sound conclusions.

Perform detail-oriented tasks.

Develop computer logs, tables, and files.

Perform complicated mathematical and geometric calculations.

Read, interpret and apply statutes, policies and procedures.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and cooperative working relationships with all those contacted through the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and environment.)*

Ability to walk on uneven terrain. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, digital cameras and FAX machine. Work is performed in both office and outdoor environments.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*