

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

APPRAISAL SPECIALIST SERIES

<u>CLASS TITLE</u>	<u>POSITION CODES</u>
APPRAISAL SPECIALIST TRAINEE	01255
APPRAISAL SPECIALIST I	01251
APPRAISAL SPECIALIST II	01252
APPRAISAL SPECIALIST III	01253

Effective: 2-22-94

SERIES DISCUSSION:

The Appraisal Specialist series is intended to provide professional services to state and local officials in the management of a three billion dollar ad valorem taxation program of the State of Illinois. This series is geared to providing the basis for uniform local assessments and the expected equitable distribution of the local property tax burden.

Characteristics of Appraisal Specialists are as follows, recognizing varying levels of difficulty and complexity as related to class distinctions.

- A. They must possess both technical and management ability in order to initiate appraisal management techniques and procedures for township and county assessment offices.
- B. They must possess the ability to assist local assessors by appraising complex and/or difficult-to-value properties and train and instruct state and local taxing officials in concepts of appraisal principles, techniques, theory and practices. Written documented appraisals must be prepared to support value conclusions.
- C. They must be able to plan, develop, evaluate and manage, when assigned, research and advisory programs with the primary purpose being the improvement of local administration of the ad valorem tax system into a professional and equitable local appraisal system processed in a timely manner.

APPRAISAL SPECIALIST TRAINEE

POSITION CODE: 01255

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates in an agency sponsored training program of six to twelve months duration, designed to develop understanding and proficiency in the methods and concepts of appraisal techniques and services; receives close guidance and direction in the performance of routine appraisal duties enabling development of professional competence and skill in the concepts of appraisal principles, techniques, theory and practices.

APPRAISAL SPECIALIST TRAINEE (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. Attends and participates in a formal appraisal training program, staff meetings, conferences, workshops, institutes and controlled work assignments designed to develop and increase knowledge of appraisal methodology.
2. Assists professional appraisal staff in the performance of selective appraisals of real and personal property applying fundamentals gained from training seminars and controlled work assignments.
3. Works closely with nonprofessional staff in maintaining appraisal documents, records, files, correspondence and manuals to gain a full understanding of all phases of appraisal responsibilities.
4. Conducts appraisals of increasing difficulty for the purpose of gaining experience and developing proficient skills; establishes valuation indices and prepares written documented appraisals subject to supervisor's review and approval.
5. Assists appraisal specialists in conducting indepth and unique research and statistical studies to gain insight in highly technical and complex appraisal methodology.
6. Assists in the development of permanent parcel numbering systems, working closely with technical staff in county government assessment offices; answers technical inquiries on cadastral mapping techniques.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledges, skill and mental development equivalent to completion of four years of college with coursework in taxation, economics, mathematics, public or business administration.

Knowledges, Skills and Abilities

Requires ability to compile and analyze complex financial and statistical data, and prepare conclusive and concise reports from such information.

Requires ability to conduct training programs and construct training demonstration charts and visual aids.

Requires ability to present ideas effectively both orally and in writing.

Requires ability to establish and further satisfactory work relationships with local government officials and the general public.

APPRAISAL SPECIALIST I

POSITION CODE: 01251

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs professional consultative services to local tax assessors by performing appraisals of limited complexity of real and personal property; assists higher level Appraisal Specialists in conducting complicated appraisals to establish property values for specific types of property assessments.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs routine appraisals of real property by collecting and analyzing market value data such as replacement cost, income and stock value; works congruently with local tax officials in establishing ad valorem indices for taxation purposes.
2. Conducts personal property appraisals by examining mortgages, liens, replacement cost, square footage, improvements, depreciation, detrimental influences and all relevant documents; prepares summarizing reports to be utilized by local assessors for tax indices.
3. Assists higher level Appraisal Specialist in conducting difficult and unique real and personal property appraisals; assists in the preparation and revision of appraisal, assessment and tax manuals.
4. Researches and analyzes appraisal factors such as material cost, productivity land valuation, mineral valuation and economic conditions; consults and confers with local taxing officials on their assessment progress.
5. Assists in preparing workshop programs designed to improve and equalize tax assessments statewide.
6. Provides technical advice and consultation to county officials and technical staff in county tax assessors' offices to assist them in setting up their own permanent parcel numbering system in accordance with the Illinois Real Property Appraisal Manual; makes slide presentations to officials, offers technical training to county staff in cadastral mapping techniques; updates training materials pertaining to mapping techniques as needed; may perform drafting worker duties a small percentage of time in the maintenance of cadastral maps.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledges, skill and mental development equivalent to completion of four years of college with coursework in taxation, economics, mathematics, public or business administration.

Requires one year of professional experience in the valuation and appraisal of real and personal properties or successful completion of an agency approved training program as an Appraisal Specialist Trainee.

APPRAISAL SPECIALIST I (Continued)

Knowledges, Skills and Abilities

Requires working knowledge of the methods and techniques employed in the appraisal and assessment of real and personal properties.

Requires working knowledge of real and personal property values.

Requires working knowledge of appraisal theory, principles and practices.

Requires working knowledge of state property tax laws and principles and techniques of appraisals, assessment and equalization.

Requires working knowledge of research methods and techniques to the analysis of financial and statistical data.

Requires working knowledge of training techniques and proceedings.

Requires ability to apply proper appraisal methods and techniques to a variety of real and personal property to arrive at equitable assessments.

Requires ability to draft appraisal reports supporting value conclusions.

Requires ability to analyze and interpret financial and statistical data.

Requires ability to conduct training programs and construct demonstration charts and visual aids.

Requires ability to present ideas effectively both orally and in writing.

Requires ability to establish and further satisfactory working relationships with local government officials and the general public.

APPRAISAL SPECIALIST II

POSITION CODE: 01252

DISTINGUISHING FEATURES OF WORK:

Under direction, performs moderately complex level appraisals as a consultant to local assessors in establishing property values for specific types of property assessments; participates in research activities relative to establishing valuation indices and new methods and techniques for valuation and administration of ad valorem taxation efforts.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Ascertains market value of specific types of property by utilizing replacement cost, income and market analysis data, collaborates in the preparation and revision of appraisal, assessment and tax manuals used by local assessors.
2. Prepares and revises real and personal property record guides for use by local assessors; assists local assessors in the maintenance of assessment records by instructing in their use, care and maintenance.
3. Assists higher level Appraisal Specialists in appraising highly complex types of real and personal property.
4. Conducts workshops designed to upgrade the quality of assessments made by local officials; assists in the preparation and administration of examinations for the Office of Supervisor of Assessments and Board of Review members in certain populous counties.
5. Coordinates and serves as project leader in the development of local cadastral mapping systems for county tax assessment, based upon a permanent parcel numbering system; leads presentations to county officials, plans and coordinates a project timetable, provides and coordinates the training of county technical staff, and monitors the work of lower level specialist assistants in advising and training county government staff.
6. May serve as assistant to a member of the Property Tax Appeal Board hearing appeals of significant assessment amounts chiefly involving real estate; assists with the drafting of appeal decisions.
7. Consults with county board and assessing officials on the implementation and maintenance of computer programs developed by the Department of Local Government Affairs to ensure uniformity in assessments.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

APPRAISAL SPECIALIST II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in taxation, economics, mathematics, public or business administration.

Requires two years of progressively responsible professional experience in the valuation and appraisal of real and personal properties.

Knowledges, Skills and Abilities

Requires extensive knowledge of state property tax laws and principles and techniques of appraisal, assessment, and equalization.

Requires extensive knowledge of sources of information on factors utilized in establishing property valuations and assessments.

Requires extensive knowledge of principles and practices of appraising.

Requires extensive knowledge of research methods and techniques to the analysis of complex financial and statistical data.

Requires extensive knowledge of training techniques and proceedings.

Requires working knowledge of local government administration and relationships among state and local agencies.

Requires ability to appraise different categories of real and personal property and to prepare written appraisals which support value conclusions for assessment purposes.

Requires ability to compose and prepare informational data for appraisal, assessment and tax manuals in accordance with state laws.

Requires poise, skill and ability to speak before various groups concerned with appraisals and assessments of property.

Requires ability to analyze and interpret complex financial and statistical data.

Requires ability to conduct training programs and construct demonstration charts and visual aids.

Requires ability to present ideas effectively both orally and in writing.

Requires ability to establish and further satisfactory working relationships with local government officials and the general public.

APPRAISAL SPECIALIST III

POSITION CODE: 01253

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex property appraisals of local real and personal property for ad valorem assessment purposes; conducts economic research studies to establish valuation indices; or hears Property Tax Appeal Board appeals.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs research and advisory functions relative to analysis, revision and installation of appraisal standards and techniques in the field of property appraisal and assessment; makes difficult and unique real and personal property appraisals; makes commercial and industrial property appraisals; investigates assessment inequities and recommends corrective action on the part of local assessment officials.
2. Performs complex appraisals relative to establishment of value for pollution control equipment and determines assessment for ad valorem taxation as indicated in the Illinois Environmental Protection Act.
3. Conducts research and statistical studies to establish county valuation indices; evaluates data relating to labor rates, equipment, machinery and material costs, productivity and land valuation.
4. Provides technical assistance to and consults with local assessors' offices in procedures and standards of appraising industrial, commercial, residential and rural properties; advises local officials of changing economic conditions or other factors impacting on property values.
5. Orients and instructs assessors attending in-service training schools in methods and techniques of making property appraisals, assessments and equalizations.
6. Drafts material for publication in real and personal property tax manuals; establishes basis of unit values; formulates annual supplements to tax manuals and prepares selected value reports on specific types of property.
7. Develops examinations for the position of Supervisor of Assessments and members of Boards of Review as designated by statute.
8. Hears Property Tax Appeal Board appeals in the area of property assessments and may serve as assistant to a member of the Property Tax Appeal Board hearing appeals of significant assessment amounts, chiefly involving real estate; reviews testimony and evaluates the evidence presented; writes appeal decisions or assists with the preparation of appeal decisions.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

APPRAISAL SPECIALIST III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in taxation, economics, mathematics, public or business administration.

Requires three years of progressively responsible professional experience in the valuation and appraisal of real and personal properties.

Knowledges, Skills and Abilities

Requires thorough knowledge of state property tax laws and assessment and equalization principles and techniques.

Requires thorough knowledge of sources of information concerning economic factors utilized in establishing property valuation and assessments.

Requires thorough knowledge of appraisal principles and their application.

Requires extensive knowledge of research methods and techniques to the analysis of complex financial and statistical data.

Requires extensive knowledge of training techniques and proceedings.

Requires working knowledge of local government administration and interrelationships between state and local agencies.

Requires ability to plan, assign and supervise the work of field and office staffs.

Requires ability to prepare written appraisals documenting value conclusions.

Requires ability to explain and interpret appraisal, assessment and equalization procedures to local tax officials.

Requires ability to compose and prepare informational data for appraisal, assessment and tax manuals in accordance with state statutes.

Requires ability to analyze and interpret complex financial and statistical data.

Requires ability to conduct training programs and construct demonstration charts and visual aids.

Requires ability to present ideas effectively both orally and in writing.

Requires ability to establish and further satisfactory working relationships with local government officials and the general public.