

CLASS SPECIFICATION FOR  
**Real Estate Assessment Assistant Division Director**

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**GENERAL STATEMENT OF DUTIES:** Assists the Real Estate Assessment Director in the daily operation of the assessment office and serves as division head in the Director's absence; does related work as required

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this single-position classification serves as second-in-command-of and oversees, assigns, coordinates and supervises the daily work and operations of the County's Real Estate Assessment office, a division of the Finance Department. Supervision is exercised over supervisors, real estate appraisers, technology specialists and other support personnel. Work is performed under the general direction and guidance of the Real Estate Assessment Director, in whose absence the incumbent serves as division head.

**EXAMPLES OF WORK** (illustrative only):

- Assists the Real Estate Assessment Director in the daily operation of the division in the areas of budget, correspondence, personnel matters, technical reports, work scheduling and public presentations;
- Oversees the development, implementation and maintenance of the Real Estate Computer Assisted Mass Appraisal (CAMA) system, establishing market-based cost tables for assessment purposes, training staff in use of system and monitoring work flow and progress;
- Manages and supervises Real Estate Technical Section, administering the local area network, selecting and directing the installation of computer hardware/software, analyzing and designing new systems and overseeing the programming of special systems;
- Administers and manages the Real Estate Tax Exemption program, evaluating properties to determine exemption status, researching legal issues and corresponding with property owners;
- Manages the County Land Use program and supervises the collection of data, qualification of properties, evaluation of land use parcels, research of legal issues and correspondence with property owners;
- Assists the Director in planning and coordinating the County's annual appraisal process, monitoring assessment ratio studies for market value and uniformity, assigning work and monitoring progress to insure quality control of data and completion of process;
- Monitors collection of new-construction information;
- Analyzes work practices in all areas of the division; develops more efficient work procedures; documents, implements and monitors changes in policies and procedures; and develops and reviews work plans;
- Receives and reviews complaints from property owners and evaluates written reports to the Board of Review and Equalization, providing supporting justification as required or needed;
- Makes recommendations to Real Estate Assessment Director regarding departmental policies and procedures;
- Coordinates the implementation and processes of the Real Estate division's technical systems with those of other Finance Department systems;
- Serves as division liaison to Information Technology;
- Trains, supervises and evaluates assigned personnel;
- Serves as the division head in the absence of the Real Estate Assessment Director;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles, methods and practices of real estate appraisal and assessment in relation to all types of residential and commercial property; thorough knowledge of real estate law, of County ordinances and of the related laws of the Commonwealth of Virginia; comprehensive knowledge of and skill in the application and use of personal and minicomputers,

## Real Estate Section Manager (continued)

networks and related hardware/software; extensive knowledge of and skill in systems analysis, design and programming and the proven ability to design and program custom reports and data base applications and interfaces; strong analytical ability; ability to learn and adapt new and changing technology to the needs of the division; knowledge of modern business management practices; good public speaking skills; proven organizational skills; excellent team-building skills and the ability to cohesively coordinate the work of a diverse group of employees; ability to present recommendations clearly and concisely, both orally and in writing; proven ability to plan, monitor and see to completion complex projects; ability to effectively supervise the work of others; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to effectively plan and supervise the work of others; ability to establish and maintain effective relationships with employees and the public; good professional judgment; integrity; initiative

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in real estate, business administration, business management or a related field and five (5) years of related successful professional real estate appraisal/assessment work experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT/CONDITION:** Possession of the Certified Assessment Evaluator (CAE) professional designation from the International Association of Assessing Officers, or equivalent certification, is preferred.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.