

Grota Appraisals

Invites applications for the position of:

Appraiser

Position Overview:

Come grow with us! Grota Appraisals is a Menomonee Falls based firm that performs assessment work for 81 municipalities in Southeastern Wisconsin. We are seeking a reliable and diligent full time Appraiser to discover, list and appraise real estate, commercial and personal properties. **This is a full time position that includes a competitive salary, insurance benefits, 401k, paid time off and mileage reimbursement. Work would be performed out of our Fond du Lac and Menomonee Falls offices.**

Primary Responsibilities:

Other related responsibilities may be assigned or required.

- Inspect Residential & Commercial construction. Use current technology to collect, enter and process field data.
- Conduct regular reviews of properties within jurisdictions to evaluate changes due to remodeling, additions or demolition.
- Analyze building blueprints and prepare, produce computerized sketches.
- Prepares various property and real estate records. Enters field work changes and updated information into computer and software systems.
- Value residential class properties, using sales analysis, market trend studies and replacement cost.
- Educate property owners on assessment / appraisal process, and defend values at appeal hearings.
- Conducts open book conferences with the general public, explain valuation methods and listen to their concerns regarding property valuation. Present and completely defend valuation at Board of Review proceedings, before the DOR 70.85 hearing and in court.

-Maintains knowledge of current local and state requirements regarding assessment / appraisal, market characteristics and trends, and department policies and procedures.

Minimum Requirements:

-High school Diploma or equivalent.

-Certification by the State of Wisconsin Department of Revenue as an Assessment Technician within 6 months of hire.

-Valid Wisconsin Driver's License.

-Ability to perform math calculations accurately.

-Knowledge of Chapter 70 and familiarity with the Wisconsin Property Assessment Manual preferred.

-Knowledge and experience with various software packages including Microsoft Office Suite (Excel, Word, Access), GIS, and mapping programs.

-Ability to communicate ideas and information verbally and in writing to provide clear and concise dissemination of information.

-All duties are performed independently and require self-motivation and a professional attitude in the work environment. The appraiser must be able to do business with the public in sometimes difficult and adverse situations.

Additional Information:

The starting salary is negotiable depending on experience and qualifications. Interested applicants should email resumes to les@wi-assessor.com