



CITY OF WAUWATOSA
invites applications for the position of:

Lead Appraiser

SALARY:	See Position Description
OPENING DATE:	08/24/20
CLOSING DATE:	09/07/20 04:30 PM

POSITION OVERVIEW:

The City of Wauwatosa is much more than an employer- it's a community. The City of Wauwatosa is a progressive, full-service municipal organization. Be a part of a team that strives to find new and better ways to improve our residents' experiences.

The Lead Appraiser position will provide high-level administrative support to the City Assessor, as well as provide guidance, coaching and development to Appraisal staff. The Lead Appraiser will ensure that assessment valuations are completed in accordance with State statutes and the WI Property Assessment Manual (WPAM) and will provide active leadership through the assessment year as it relates to meeting statutory and office deadlines.

The starting pay for this position ranges from \$64,521 to \$71,864 yearly, depending on experience and qualifications. Further increases to the top of the range, \$88,462, will be based on performance.

ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities

- Measure, list, and value all permit changes, sales, and all Requests for Reviews (RFR) of assigned residential and commercial properties.
- Responsible for setting and reviewing the valuation of assigned residential and commercial properties to determine if they represent current market value.
- Sketch buildings, lots and improvement dimensions and then calculate square footage and/or acreage. Review building plans related to building permit field work.
- Conduct meetings with property owners and/or their representatives and agents.
- Prepare and defend all assigned Board of Review cases.
- Analysis of confidential Income and Expense (I&E) Form and Rent Roll information to calculate a Net Operating Income (NOI) statement to derive an income-based valuation for all assigned commercial properties.
- Develop reports and public relation materials to educate and meet the requests of the public, administration, elected officials, and department supervisors.
- Prepare correspondence to property owners for obtaining exterior/interior reviews and entrance into their property.
- Conduct statistical modeling of assigned commercial and residential properties in Computer Aided Mass Appraisal (CAMA) System and corresponding land analysis during maintenance and reevaluation years.

- Review sale validation for the State and the CAMA system to maintain accuracy.
- Complete all State mandated reports: Municipal Assessment Report, TID Assessment Reports, Annual Assessment Report and all required Statement of Assessments.
- Gather all information and documents regarding parcel land splits and land combinations. Verify and process new parcel creations to assign an assessed value.
- Process the monthly group of Real Estate Transfer Return forms and organize them for data entry by the Assessment Technician.
- Assist in Computer Aided Mass Appraisal (CAMA) Software Training.
- Answer all assessment related inquiries to the public in a respectful and professional manner.
- Function as the initial contact for the department telephone when peers are unavailable to answer calls.
- Coordinates assessment work of Appraisers, evaluate employee work performance on a regular basis; provide coaching and mentoring; assist City Assessor with staff performance evaluations.

MINIMUM REQUIREMENTS:

Minimum Requirements

- HS Diploma required; Associate's or bachelor's degree in real estate or related field strongly preferred.
- 3-5 years of Assessment experience or Real Estate related valuation experience.
- Department of Revenue Assessor II certification.
- Department of Revenue Assessor III certification, in addition to Assessor II preferred. Assessor III to be obtained within 6 months of hire. (Assessor III does not supersede Assessor II; it must be held in concert.)
- Experience in Real property valuation; residential, commercial, and Personal Property valuation.
- Board of Review experience, case preparation and defense; residential and commercial.
- Experience in modeling residential and commercial data in preparation for revaluations and defense of assessed values.
- Proficiency in Microsoft Excel and CAMA.
- Proficient in the knowledge of the WPAM, State statutes and Marshall Valuation as they relate to property valuation and the assessment process.
- Valid WI Driver's License by time of hire.
- Familiarity with the filing of State reports; MAR, PAD's, AAR, etc.

Additional Requirements

- Demonstrated leadership ability.
- Experience in training, staff development, supervision and performance management preferred.

The City of Wauwatosa reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

ADDITIONAL INFORMATION:

Receives direction and supervision from the City Assessor.

7725 W North Avenue
Wauwatosa, WI 53213
(414) 479-8955

Lead Appraiser Supplemental Questionnaire

- * 1. Do you possess a valid Wisconsin Driver's License?
 - Yes
 - No
- * 2. What is the highest level of education you have completed?
 - HS Diploma or GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
 - I do not possess a diploma or degree
- * 3. Do you have an Associates or Bachelor's Degree in assessment, real estate or a directly related field?
 - Yes No
- * 4. How many years of related experience (Real property valuation, residential, commercial, and Personal Property valuation) do you have?
 - I have no related experience
 - 0-1 years
 - 2-3 years
 - 3-5 years
 - 5+ years
- * 5. Do you currently possess certification by the State of WI Department of Revenue as an Assessor II?
 - Yes No
- * 6. Do you currently possess certification by the State of WI Department of Revenue as an Assessor III?
 - Yes No
- * 7. If you answered no to the Assessor III certification, are you able to obtain the Assessor III certification within six months of hire?
 - Yes No
- * 8. Please rate your proficiency with Microsoft Excel.
 - I have no experience with Excel
 - Beginner
 - Intermediate
 - Advanced
- * 9. Please rate your proficiency with CAMA software.

- I have no experience with CAMA software.
- Beginner
- Intermediate
- Advanced

* 10. Describe your experience modeling residential and commercial data in preparation for revaluations and defense of assessed values.

* 11. Why are you interested in becoming a Lead Appraiser for the City of Wauwatosa?

* 12. How did you find out about this position?

- City of Wauwatosa website
- City of Wauwatosa employee
- Job Interest Card
- Indeed.com
- Website - Other
- Facebook
- Twitter
- LinkedIn
- Other

13. For the previous question, if you marked "City of Wauwatosa employee", "Website - Other" or "Other", please indicate your specific referral source.

* 14. I understand that while I may attach a resume to my application, each section of the application needs to be completed in its entirety, including my employment history for the last 10 years. A resume may not be submitted in lieu of completing the application. I further understand that incomplete applications will not be considered.

- Yes
- No

* Required Question