



JEFFERSON COUNTY
invites applications for the position of:
Commercial Appraiser

An Equal Opportunity Employer

SALARY: \$53,280.00 - \$79,921.00 Annually

OPENING DATE: 01/08/15

CLOSING DATE: 03/22/15 06:00 PM

DIVISION: Assessor

DEPARTMENT: Assessor

PURPOSE:

Under limited supervision, performs complex technical work in appraising land and commercial, industrial and multi-family real estate for tax purposes.

ESSENTIAL DUTIES:

Work involves inspecting and measuring property to determine classification, gathering information about the property from owners, and developing valuation models of such property using all approaches to value. Work also involves market research, data analysis, appraising fire damage, demolitions, obsolescence of property, etc. The Commercial Appraiser is also responsible for working with customers regarding the assessment processes and appeals, and represents the Assessor's Office in appeal hearings.

QUALIFICATIONS:

Bachelors Degree in a related field, plus minimum three years appraisal experience or any equivalent combination of education and experience on a year for year basis.

Offer of employment contingent on criminal history, MVR check and education verification.

SPECIAL REQUIREMENTS:

Must have valid driver's license, if you are from out of state, you must obtain a valid Colorado driver's license within 30 days of hire date and you must not have any major violations, nor DUI, DWI, DWAI conviction in the past three years.

The hiring applicant must have a current certification as Certified General Appraiser by Colorado Board of Real Estate Appraisers. The Certified Residential license may be substituted for appraisers with residential experience only.

Must complete the State of Colorado's Division of Property Taxation's Intro to Assessment or another comparable course within 1 year.

Must complete the Continuing Education & Uniform Standards of Professional Appraisal Practice Ethics every 3 years.

Must be able to effectively use Microsoft Office Suite products.

APPLICATIONS MUST BE FILLED OUT ONLINE AT:
<http://www.jeffco.us>

Job #2015-008
COMMERCIAL APPRAISER
DP

OUR OFFICE IS LOCATED AT:
100 Jefferson County Parkway, #4530 (303-271-8400)
200 Jefferson County Pkwy (Sheriff - 303-271-5332)
Golden, CO 80419
(303) 271-8400

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Commercial Appraiser Supplemental Questionnaire

- * 1. Do you currently work for Jefferson County Government?
 - Yes
 - No
- * 2. If yes, in what position and please include internships. (If No enter N/A)
- * 3. If you are a current employee of Jefferson County Government, do you currently work in the Human Services Department?
 - Yes
 - No
 - N/A - I do not currently work for Jefferson County Government
- * 4. Have you previously worked for Jefferson County Government? If so, when and in what position(s), please include internships.
- * 5. Do you have any relatives currently employed by Jefferson County Government?
 - Yes
 - No
- * 6. If you have relatives that work in the county, list name(s), relationship(s) and departments.
- * 7. Have you been fired or asked to resign from any job during the past five years?
 - Yes
 - No
- 8. If yes, please explain.
- * 9. Are you willing to submit to a pre-employment criminal history, MVR check and education verification?
 - Yes
 - No
- * 10. Which best describes your level of education?
 - Bachelor's degree
 - Master's degree
 - no degree, but have HS diploma and seven years related appraisal work experience.
 - No degree and do not have at least seven years related appraisal work experience.

11. If degree is earned, in what related field?
- * 12. Do you have at least three (3) years experience in real estate appraisals?
- Yes
 No
- * 13. If yes please explain your experience. (If No put N/A) If you put 'see resume' or leave blank, your application will be considered incomplete.
- * 14. Which of the following Microsoft Office Suite products are you proficient in using, check all that apply:
- Outlook
 Word
 Excel
 Powerpoint
 Access
 None of the above
- * 15. At what level would you rate your Excel skills?
- None
 Beginner
 Intermediate
 Advance
 Expert
16. Please give a few examples of how you used your excel skills.
- * 17. Are you currently certified as a Certified General Appraiser by the Colorado Board of Real Estate Appraisers?
- Yes
 No
- * 18. Do you have previous commercial experience working in an assessor office?
- Yes
 No
- * 19. If yes please explain your experience. (If No put N/A) If you put 'see resume' or leave blank, your application will be considered incomplete.
- * 20. How would you rate your time management skills? (1 = poor, 5 = excellent).
- 1
 2
 3
 4
 5
- * 21. How would you rate your verbal communication skills? (1 = poor, 5 = excellent).
- 1
 2

- 3
- 4
- 5

* 22. How would you rate your written communication skills? (1 = poor, 5 = excellent).

- 1
- 2
- 3
- 4
- 5

* 23. What skills, qualities and attributes do you possess that would make you a great fit for this position?

* Required Question