

## **FIELD APPRAISER**

### **Senior-Principal**

Annual Salary \$45,000.00

**Please submit all resumes and completed job applications to The Township of Edison  
HR Dept., 100 Municipal Blvd., Edison NJ 08817 on or before August 10, 2017.**

Under direction, measures and inspects new construction for the purpose of determining the value of new homes, and alterations or additions to existing structures. Calculates changes to assessments by inputting this data into the Township's assessment data base using The Township's appraisal software system. Does related work as required.

**Note:** The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **Examples of Work:**

Reviews and organize building permits in such a way as to efficiently perform required fieldwork and to maintain related records and files.

Utilizes an electronic appraisal system.

Deals with taxpayers in a professional manner.

Conducts physical inspections of buildings and properties in the field.

Prepares reports of each inspection.

Verifies and researches sales data.

Does research for the preparation of county and state tax appeals.

Works with various appraisal software systems to complete market analyses and comparable sales valuations

Answers inquiries and provides routine information pertaining to tax records.

#### **Requirements:**

Five (5) years of experience appraising residential real property and a valid Appraisal License.

For Senior: One (1) year as a Field Appraiser and successful completion of “Introduction to Real Estate Appraisal” from an accredited facility or State approved education/continuing education courses. Upon verification of requirements, promotion will take effect the following July 1.

For Principal: One (1) year as a Senior Field Appraiser and successful completion of 28 hours of appraisal related courses from an accredited facility or State approved education/continuing education courses. Upon verification of requirements, promotion will take effect the following July 1.

**Knowledge and Abilities:**

Knowledge of the proper procedures involved in gathering factual information and of preparing suitable reports and of maintaining necessary records and files.

Knowledge of the methods used to collect and analyze data.

Knowledge of sales and ability to research them.

Ability to interview persons of varying backgrounds.

Ability to use tact and courtesy in making investigations.

Ability to observe significant conditions.

Ability to maintain suitable records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential function of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR,

SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL  
HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.