

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1406  
**GRADE:** S-31

**TITLE:** ASSISTANT REAL ESTATE DIRECTOR

**DEFINITION:**

Under direction of the Director of Real Estate within the Department of Tax Administration, serves as a branch chief over the staff and activities of the division and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a senior management class with responsibility, under direction, for the appraisal of all real property in the County.

**ILLUSTRATIVE DUTIES:**

Participates in annual and quarterly budget preparation for the division budget;  
Assigns, reviews and supervises the work of subordinate staff;  
Participates in establishing division goals and objectives for the annual assessment plan;  
Reviews existing appraisal policies and procedures, and formulates recommendations for improvement;  
Assists in providing support to the Board of Equalization;  
Participates in developing performance standards;  
Recommends enhancements to the computer systems supporting the Real Estate Division;  
Plans, assigns and reviews staff appraisals of residential, commercial and industrial properties for tax assessment purposes;  
Participates in the planning and development of the annual appraisal operation for division staff, with emphasis on field operations production, value coordination and quality control for both residential and non-residential properties;  
Recommends and implements review and quality control measures for the division;  
Reviews administrative appeals;  
Attends Board of Equalization hearings, and establishes procedural guidelines for staff presentations;  
Oversees the training and supervision of appraisers to ensure uniform methods and standards;  
Prepares correspondence responding to inquiries from the public, County Executive and the Board of Supervisors;  
Attends citizen meetings to respond to inquiries about reassessments in specific communities;  
Plans, organizes and directs the annual computer-assisted appraisal system for both residential (CAA) and non-residential (CANAS) real property;  
Prepares revenue forecasts for both residential and non-residential property bases as input for the annual budget process;  
Recommends modeling techniques, new technologies and other means to improve the efficiency of computer system support to the division;  
Reviews legislature proposals and develops office procedures to implement new laws;  
Recommends changes to the County Code, etc.;

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Extracts and analyzes data from on-line computer systems to assist in preparing special reports; Oversees computer-related assessment operations (e.g., annual notice of assessment change program and County and the Virginia Department of Taxation annual assessment to sale ratio study);

Makes statistical analysis of real estate data to determine accuracy of assessment information;

Provides accurate estimates of changes to the real estate assessment base;

Prepares presentations and attends public speaking events for the Director of Real Estate;

Meets with vendors in response to their various requests;

Makes recommendations to the Director concerning computer processing enhancement.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, laws and methods of real property appraisal for tax assessment purposes to include residential and non-residential properties;

Knowledge of and the ability to interpret and apply Va. Code 58.1 and other applicable Virginia and County Code, regulations, policies and procedures affecting real property tax appraisal;

Knowledge of the principles and practices of organization and management;

Ability to plan, organize and supervise the work of a technical appraisal staff;

Ability to communicate effectively, both orally and in writing;

Ability to develop and maintain cooperative and effective working relationships with County officials, staff and citizens;

Ability to make on site inspections of real property.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a Bachelor's degree in real estate, economics, business administration or a related field; PLUS

Six years of professional experience appraising real property for tax assessment purposes, two years of which must have included responsibility for supervising subordinate appraisers.

**CERTIFICATES AND LICENSES REQUIRED:**

Virginia Certified General Real Estate Appraiser License or International Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) designations, or comparable assessing designation.

Possession of a valid motor vehicle driver's license.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

**Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REVISED: July 10, 1995

REVISED: November 22, 1989

REVISED: December 16, 1982