

SYSTEMS

Level	Description	Work Examples
1.	<p>Basic Knowledge</p> <p>Microsoft Office</p> <ul style="list-style-type: none"> • Word processing • Spread sheeting • E-mail • Internet Explorer <p>Windows operating system</p> <p>PortaCAD, Easy Sketch (or similar application)</p> <p><i>Appraiser Trainee</i></p>	<ul style="list-style-type: none"> • Knows where to find templates of prewritten forms, letters and can make modification e.g. farm letters. • Can follow PC file paths to find information on the server. Can properly save files on the server. Has a basic understanding of spread sheeting. Can populate a spread sheet and use move, copy, paste, sort features. Can make simple graphs and generate basic reports. • Has completed a basic level course in Windows. Uses email effectively. Can send attachments. Uses file folders and calendar tools to keep organized. • Can duplicate or draw a simple plan view sketch, with correct dimensions. • Can conduct simple searches for sites on the internet. • Is capable of using the assessment systems to collect and record data to value a single property in the following property types (single family dwellings, manufactured homes and vacant land).
2.	<p>Intermediate Knowledge</p> <p>Microsoft Office</p> <ul style="list-style-type: none"> • Word processing • Spread sheeting • E-mail • Internet Explorer <p>Windows operating system</p>	<ul style="list-style-type: none"> • Uses spread sheets and word documents to effectively prepare information for meetings and PARP • Uses basic formulas and functions to automate the calculation of large spread sheets to assist in the analysis of appraisal information. • Able to access online resources such as Internet and Intranet for e.g. BC Assessment Intranet, The Wave, Search Engines such as Goggle <p>Able to use search engines to:</p> <ul style="list-style-type: none"> • find PAAB/Stated Cases for specified property types of issues, • locate answers to valuation or system problems in User Guides or Help Files

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PortaCAD, Easy Sketch (or similar application)	<ul style="list-style-type: none">• locate web pages specific to valuation or assessment topics
Digital camera/images	<ul style="list-style-type: none">• Can create a sketch for a typical modern standard home or adjust an existing one.
Specific Program Knowledge to value single family dwellings, duplexes, farms, and vacant land	<ul style="list-style-type: none">• Can use the a digital camera to take digital images of real property and attach them to a folio
May have a Basic Program Knowledge for commercial/ industrial properties (depending on team assignment)	<ul style="list-style-type: none">• Working knowledge of skills and concepts covered in ValueBC Residential Valuation system modules including the knowledge and skills required to value single family dwellings, duplexes, farms, and vacant land including making recommendations on land rates and market modifiers.
Basic Knowledge of Digital Mapping using ArcView or a similar product <i>Appraiser I</i>	<ul style="list-style-type: none">• Has a basic proficiency of assessment systems and tools to collect and record data used to value general commercial and or industrial or income producing property types.
3. Working Knowledge of Digital Mapping using ArcView or a similar product.	<ul style="list-style-type: none">• Can use GIS map to display the location of property (Go to Map). Can use GIS map to locate and select a property (Go to Property Viewer)
Proficient in the use of BCA valuation and assessment administration systems	<ul style="list-style-type: none">• Can display and print GIS maps and link pre-built layers or geographic features with BC Assessment data such as rate codes, sales or manual classes. Can build basic spatial queries within the GIS environment and export results to the valuation system.
	<ul style="list-style-type: none">• Has demonstrated competency in ValueBC system modules specific to team assignment (residential valuation, ICI valuation or legislated valuation) including a proficient understanding of assessment systems and tools to analyze and manipulate data and

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including workflow and reporting tools.

update rates and attributes used to value specified groupings of properties.

Working knowledge of audit tools
Appraiser II

- Has a basic proficiency in ValueBC systems and tools to collect and record data used to value properties not included within team assignment.
- Can create result sets using basic and complex queries, export data into spreadsheets and manipulate using formulas.
- Can run quality audits and identify inconsistent or erroneous coding.
- Can use the ValueBC systems and tools to create and defend mass appraisal valuations.
- Provide informal instruction to bring Trainee's and App. I's to a basic level of understanding in system architecture and a working proficiency in systems and tools used to value residential, commercial and industrial properties.

4. Advanced Knowledge of:
- MS Access Database
 - MS Excel
 - SPSS statistical software (or a similar product)
 - Digital Mapping using ArcView (or a similar product).
 - MS Project (or a similar product)
 - Assessment Link BC tools such as Cognos.
 - Audit Strategies

- Can link database or spread sheet tables or query larger more complex databases. Can create spreadsheets with advanced formulas, functions and *if* statements. This level of skill is typically acquired by completion of advanced level courses in Access and Excel
- Has an advanced knowledge of BCA's Assessment Link BC and report generating tools with demonstrated ability to create complex valuation reports and audits.
- Has advanced knowledge of statistical software and can create assessment related reports used for valuation, determination of equity or audit and explain results to other staff and the PAAB. This level of skill and knowledge is typically demonstrated by successful completion of UBC's BUSI 444
- Can use GIS tools to perform area wide or regional map based audits using complex queries and custom themes.
- Creates project plans, resource balances and tracks projects using project software.

Advanced Program
Knowledge all property

- Has demonstrated competency in valueBC system modules for all property types (residential valuation, ICI valuation and legislated valuation) including proficiency in the

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types.

use of assessment systems and tools to analyze and manipulate data and update rates and attributes used to create value sufficient to formally train staff in system operation, architecture and tools.

Advanced Program
Knowledge to plan, research, evaluate and review complex issues and develop and/or adapt processes.

Sr. Appraiser

- Advanced understanding of system resources and tools to plan and evaluate work programs as demonstrated by the ability to:
 - research, and manipulate data to value the most complex properties.
 - utilize auditing tools to measure roll quality against target levels.
 - utilize auditing, querying, reporting and workflow tools to determine subsets of properties that require projects to enhance roll quality or equity.
 - utilize auditing, reporting and workflow functions to measure actual outcomes of assessment projects against planned outcomes.
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