



Job Description

Kittitas County, Washington

TITLE:	APPRAISER III		
ALT. TITLE	JOURNEY LEVEL APPRAISER		
MODIFIED	02/07/11		
REVIEWED	02/07/11		
REPORTS TO:	The Appraiser III position reports to the Assessor and works under the direction of the Assessor and the Lead Appraiser.		
DEPARTMENT:	ASSESSOR		
JOB SUMMARY:	The Real Property Appraiser III is responsible for appraising residential, agricultural, recreational, commercial and industrial real estate properties for valuation purposes in accordance with Washington State statutes, sales data analysis and research, annual adjustments, and preparation/presentation of cases to the Board of Equalization. The employee in this position must maintain effective working relationships with administrative and other personnel, public agencies, and the general public and work under the guidance of State and Federal regulations, and County policies and procedures.		
CATEGORY:	Full Time	OCCUPATION CODE	2103
AFFILIATION	Appraisers Union (2658)	WORKWEEK BASIS:	40 Hours
FLSA STATUS:	Non-Exempt	DRS ELIGIBILITY:	PERS

CLASSIFICATION DISTINCTIONS:

This classification is the journey level, fully functioning real property Appraiser; the third level in the Appraiser job family. At the Appraiser III level, incumbents are expected to perform with considerable independence within the established standards and to make recommendations for unique or unusual situations. Additionally, Appraisers at this level may train lower level Appraisers and may coordinate appraisal projects.

At the first level, Appraisers are being trained in the principles and practices of the appraisal process; once Washington State Department of Revenue Real Property Assessment Accreditation has been achieved, Appraisers advance to the second level and work on increasing and expanding appraisal skills. The third level is distinguished from the first and second in the extent of independence, complexity of appraisals and appeals, and in the potential for training others and coordinating projects.

ESSENTIAL FUNCTIONS:

- Collect, analyze and verify property sales information; conduct sales research to determine valid market transactions; establish benchmark sales; evaluate cost tables to develop market based cost modifiers.
- Independently, or while training lower level Appraisers, physically inspect all properties in the revaluation cycle to verify property characteristics and make and document modifications as necessary.
- Apply statistical appraisal methods in conducting mass appraisals; evaluate sales quality; conduct analyses of sales and correlations; review value changes with audit reports.
- Primary responsibility for discovering, valuing and adding new construction to tax roll; read maps, site plans and building specifications and apply Marshall and Swift.
- Respond to the full range of property owner concerns and questions related to value; investigate, determine and initiate corrections; provide written responses.
- Conduct detailed and complex research in preparation for Board of Equalization appeals; handle the most complicated cases being appealed with the Board of Equalization.

- Provide training to entry level Appraisers and occasionally coordinate appraisal projects.
- Handle specialized appraisal projects such as demolitions, combinations and segregations and special assessments.
- Utilize field computers for data collection and desktop computers for advance data analysis.
- Perform related property appraisal work.
- Operate County vehicles to reach designated properties.

OTHER FUNCTIONS:

- Maintain Washington State Department of Revenue Real Property Assessment Accreditation by obtaining at least 15 hours of continuing education every two (2) years or as updated in WAC 458-10-050 and RCW 36.21.015.
- Work toward successful completion of International Association of Assessing Officers Course II (Income Approach to Value), if not previously offered, and Course 300 (Fundamentals of Mass Appraisal).
- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings.
- Perform any assignments requested by the Assessor or Lead Appraiser.
- General office duties and other duties as assigned.

MINIMUM QUALIFICATIONS:

- An associate's degree with major course work in business, math, or a related field from an accredited college or university, **and** one of the following:
 - Four (4) or more years of employment as an Appraiser II with the Assessor's Office, current Department of Revenue accreditation, **and** successful completion of IAAO Course II, or
 - Five (5) years of experience as an Appraiser II with the Assessor's office and current Department of Revenue Accreditation, *if the employer has not provided an opportunity to complete IAAO Course II, or*
 - State Certified General Real Estate License with the ability to achieve Department of Revenue Accreditation within one (1) year of hire and at least four (4) years experience with appraisal principles as may be acquired in technical appraisal related positions, or
 - Employer's recommendation based on the candidate having fulfilled satisfactory equivalency requirements
- Equivalent education/experience *may* substitute for formal education requirement (AA Degree).
- Valid Washington State Drivers License.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Advanced appraisal skills.
- Proficient computer knowledge in Microsoft Office programs and the ability to perform advanced word processing, spreadsheet, and database tasks with ease.
- Thorough knowledge of computer appraisal programs and the ability to learn other programs specific to the office or County quickly.
- Ability to perform intermediate to advanced mathematical calculations.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.
- Ability to handle difficult or confrontational property owners.

- Ability to train junior Appraisers.
- Ability to maintain Department of Revenue Accreditation.

PREFERRED QUALIFICATIONS:

- Bachelor of Science degree or higher in business or statistics from an accredited college or university
- Successful completion of IAAO Course 300.
- Previous experience in a training capacity.

WORKING CONDITIONS:

Work is performed in a standard office setting and a variety of outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions will occur, as well as occasional exposure to angry or confrontational property owners, dogs, and insects. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing uneven and/or rugged terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular attendance and punctuality are required. Regular travel within the County is required to perform the duties of Appraiser III; must have the ability to drive in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

(Must be completed with all revisions of the job description. A copy will be returned to supervisor.)

Supervisor Name & Title

Date

HR Representative Name & Title

Date

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name

Date