

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date:	11/20/2017
Position Title:	Appraiser
Job Family Classification #:	30
Department Title:	Assessor
Department Code:	160
Pay Grade:	Appraiser
FLSA Status:	Non-Exempt
Union Status:	Represented, Courthouse Bargaining Unit
Reports to:	Chief Appraiser/Assessor

BASIC PURPOSE

The purpose of this position is to appraise property according to guidelines established by the Washington State Department of Revenue.

NATURE OF WORK

This full-time position is responsible for real and personal property appraisal work determining the value of residential, rural, and commercial properties for tax assessment purposes. Work requires the performance of duties with relative independence in the normal course of determining and assigning construction class ratings, applying values to accessory improvements, applying depreciation factors and gathering and analyzing data to arrive at true market value. There is considerable contact with the general public requiring the exercise of tact, persuasion, and diplomacy. Work requires the operation and use of calculators, computers and associated software, tape measure, automobiles, and other assigned equipment where the emphasis will be on accuracy. The appraiser is responsible for the uniformity of appraisals and is required to defend valuations to the public, the Board of Equalization, and/or the State Board of Appeals. Work is performed in both office and field settings.

ESSENTIAL FUNCTIONS:

Read and understand maps, legal descriptions, building construction plans, specifications and blueprints; Work independently and complete assignments; perform and evaluate appraisals in a uniform manner; communicate with citizens, public and private officials, and co-workers using listening and speaking skills; use computer and associated software; make basic mathematical computations and tabulations accurately; walk over rough terrain in all kinds of weather conditions; drive a motor vehicle; maintain certificate accreditation by attending continuing education sessions; use computer and associated software.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

Meet the public and represent the county in a professional manner; establish and maintain effective working relationships with co-workers and the public; make independent judgment decisions; organize priorities for timely accomplishment.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of positions in this class.

EXAMPLES OF WORK

1. Determine the fair market value of real estate including manufactured homes for revaluation purposes;
2. Support or defend appraised value in either formal or informal presentations;

3. Physical inspection of property for revaluation purposes;
4. Physical inspection and appraisal of new construction countywide for placement on assessment rolls;
5. Implement a schedule for revaluation of property and new construction improvements as advised by supervisor
6. Input personal property listings and apply DOR depreciation schedule to achieve assessed value
7. Key punch and verify sales analysis forms;
8. General office duties;

SELECTION CRITERIA

Knowledge, Skills, and Abilities

Ability to interpret maps and legal descriptions.
Ability to work in Microsoft Excel and Word.
Ability to communicate with the general public.
Ability to maintain recording property and values
Good recordkeeping skills including filing
Ability to represent the County at Board of Equalization reviews

EXPERIENCE, EDUCATION, AND TRAINING

Attend training to obtain and maintain state certification; obtain initial State Certification within one year of employment; possess valid driver's license with safe driving record.

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need.