

Douglas County Assessor

REAL PROPERTY APPRAISER

1. GENERAL FUNCTIONS OF THE JOB

- ◆ Responsibilities include appraising real property parcels for property tax purposes including residential, agricultural, and commercial. Market value and Current Use Agriculture value.
- ◆ Communicates with the public to explain procedures and answers questions.
- ◆ Under the direct supervision of the Administrative Assistant.
- ◆ This position is included in the Bargaining Unit.

2. ESSENTIAL JOB FUNCTIONS

- ◆ *Real Property*
- ◆ Locates and inspects residential, commercial, and farm structures and property, unimproved properties, and manufactured homes in assigned area to determine fair market value as a basis for tax assessment using accepted appraisal procedures;
- ◆ Classifies properties according to quality and condition standards and identifying characteristics.
- ◆ Performs extensive research and analysis of local market and field data, and sales within the assignment area and throughout the County for development of trends and depreciation schedules and to develop appropriate rates for mass appraisal techniques.
- ◆ Contacts property owners to verify sales information, including sales price, type of financing, and other pertinent information; advises owners of changing values and explains methods of calculations and valuations
- ◆ Utilizes the computer to perform a variety of analyses and to maintain current data base; input valuation information; analyzes recorded sales using parcel data and spreadsheets to qualify and quantify sales; completes statistical comparisons of similar properties within assigned neighborhoods.
- ◆ Responds to inquiries, complaints, or requests for information from other departments, agencies, and the general public by phone, in person, or in writing, providing information or assistance within the scope of knowledge or authority, or referring to appropriate individual. May defend valuations before the Board of Equalization or State board.
- ◆ **Performs other related duties as assigned.**

4. DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- ◆ Knowledge of principles of real and personal property appraisal including mass appraisal;
- ◆ Knowledge of construction characteristics, quality, and standards;
- ◆ Knowledge of laws, rules, and regulations applicable to real and personal property;
- ◆ Knowledge of dry land & irrigated orchard agriculture lands;
- ◆ Computer skills, basic math, legal descriptions
- ◆ Mass Appraisal statistics

Skills in:

- ◆ Operation of a personal computer and associated software.
- ◆ Effectively dealing with people who may be emotionally charged by issues and information being presented.
- ◆ Problem solving techniques.

Ability to:

- ◆ Ability to independently prioritize and organize work assignments, performing work in an independent environment.
- ◆ Ability to follow oral and written instructions and keep accurate records of inspections and work activities.
- ◆ Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, property owners, and the general public.
- ◆ Ability to communicate effectively, both orally and in writing.
- ◆ **Physically perform the essential functions of this position.**

5. PHYSICAL REQUIREMENTS

- ◆ Position requires the ability to perform essential job functions throughout the year.
- ◆ Requires walking, sitting, bending, climbing stairs and inclines in county facilities, public and private buildings.
- ◆ Manual dexterity required for the operation of a keyboard for calculations and word processing/spreadsheets and tape measures for calculating sizes.
- ◆ Driving and riding in a vehicle or sitting at a computer for up to 10 hours per day.
- ◆ Bending, stooping and twisting during the normal course of performing required functions Lifting up to 25 pounds waist high on occasion.
- ◆ Travel by foot over all types of terrain and on construction job sites in all types of weather conditions.
- ◆ Sight and hearing of acceptable standards.

6. WORKING CONDITIONS

- ◆ Work is performed in an office and field setting with periods of sitting, standing, bending, kneeling and walking.
- ◆ Exposure to a variety of weather conditions may occur while driving or conducting field inspections.
- ◆ The job location may be split between Waterville and East Wenatchee.
- ◆ Work schedules other than traditional 8:00 a.m. to 5:00 p.m., Monday through Friday may be required.
- ◆ Night meetings and attending training, (may include overnight classes) may be required.

7. RECRUITING REQUIREMENTS

- ◆ High school diploma or G.E.D. with additional coursework in business, agricultural economics, real estate appraisal and three years work experience in a related field; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- ◆ Agricultural knowledge and background preferred.
- ◆ Must have or obtain Washington State Real Property Appraiser Accreditation within one year.
- ◆ Ongoing education is required to maintain State Accreditation.
- ◆ **A valid Washington State Driver’s License is required.**
- ◆ **A background security check may be required if a job offer is made.**

8. CLOSING STATEMENT

- ◆ This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Reviewed by:

Name Title Date

Witness:

Name Date