

Job Description

Ferry County, Washington

TITLE: APPRAISER
DEPARTMENT: ASSESSOR
REPORTS TO: Assessor
JOB STATUS: Full Time
WORKWEEK BASIS: 40 Hours
FLSA STATUS: Non-Exempt

JOB SUMMARY: The Real Property Appraiser performs field inspections of new and existing manufactured homes, residential and commercial structures and land to establish value for tax assessment purposes in accordance with Washington State statutes. They accumulate and analyze market data to determine fair market value of all properties and prepare, present and defend detailed appraisals to appeals to the Board of Equalization and the State Board of Tax Appeals. They communicate with the public to explain procedures and answer questions pertaining to values established. Work requires the employee to perform duties with relative independence in the normal course of determining classifications for land and improvements and applying values to them. This position works under the guidance of State and Federal regulations, and County policies and procedures.

ESSENTIAL FUNCTIONS:

- Operate County vehicles to reach designated properties. Maintenance of County vehicle in regards to cleaning, oil changes, tire repairs etc.
- Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.
- Determine property boundaries by using various maps, legal descriptions, and aerial photographs.
- Locate, inspect, and analyze residential and commercial structures, land, farms, and mobile homes to determine the fair market value as a basis for tax assessment.
- Take measurements and prepare sketches, as required, to determine improvements, depreciations, usage changes and economic factors affecting the value of property. Record results of inspection in field book.
- Research and analyze market values by using the Market approach, and as needed, the Cost and Income approach. Prepare consistent, uniform written appraisals with supporting documentation.
- Respond to inquiries from the public by explaining appraisal methodology, legal requirements, regulations, and procedures of the appraisal process or tax assessment.
- Prepare, present and defend detailed appraisals to appeals to the Board of Equalization and the State Board of Tax Appeals.
- Update records, maps, tax assessment accounts, and data files using information gathered to assure the accuracy of future assignments.
- Learn principles of mass appraisal and how to conduct annual adjustments using statistical studies and data to adjust property values.
- Learn the principles of farm land appraisal and apply the value to the appropriate acreage.
- Physically inspect new construction properties involving verification of structural quality and characteristics and preparation of building drawings and photographs.
- Develop capabilities utilizing field computers for data collection and desktop computers for data analysis.

OTHER FUNCTIONS:

- Progress towards obtaining Washington State Department of Revenue Real Property Assessment Accreditation.
- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings. Travel and overnight stay may apply.
- Answer the telephone and route calls to the appropriate office or individual. Collect money for copies, maps, etc.
- Provide assistance to the public in locating parcels on maps and answering questions.
- Perform any assignments requested by the Assessor.
- General office duties and other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Valid Washington State Driver's 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.
- Must be able to obtain Washington State Department of Revenue Real Property Assessment Accreditation within two years of hire as an Appraiser and adhere to IAAO code of ethics.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Ability to learn and apply appraisal skills.
- Ability to operate a camera and GPS unit out in the field.
- Basic computer knowledge in Microsoft Office programs and experience with word processing and spreadsheets.
- Ability to learn computer appraisal programs and other programs specific to the office or County quickly.
- Ability to perform basic mathematical calculations.
- Ability to meet the public and represent the county in a professional manner.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Ability to express oneself effectively, both orally and in writing.
- Ability to maintain Department of Revenue Accreditation.
- Ability to handle difficult or confrontational property owners.

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 and over the telephone. 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 travel within the County is required to perform the duties of Appraiser; 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

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Ferry County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.