

SNOHOMISH COUNTY JOB DESCRIPTION

APPRAISER CREW LEAD

Spec No. 2025

BASIC FUNCTION

Performs journey level appraisal work on residential and light commercial real property. Assists Appraiser Crew Supervisor in special projects and highly technical appraisals. Leads subordinates in establishing market value for taxation purposes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares section maps for valuation; researches sales on a section by section basis using field books and computer generated sales printouts; logs sales on work maps; researches deeds and excise receipts.
2. Locates, inspects and classifies properties according to quality and important characteristics; estimates the market value for each property for assessment purposes based on market analysis.
3. Appraises urban and rural residential properties, lakefront, view, farm, new plats, and light commercial properties to include neighborhood businesses and multiple family dwellings.
4. Explains appraisal methods and techniques and trains subordinate level appraisers in their use; assists subordinate employees with questions and problems relating to the more complex aspects of the appraisal process; trains new appraisers.
5. Keeps informed of state and local statutes, ordinances regulations relative to appraising property; keeps well informed on Assessor's Office policies and procedures; relates information to public and to subordinates.
6. Assumes Appraiser Crew Supervisor duties in his/her absence.
7. Defends contested appraisals before the Board of Equalization and the State Board of Tax Appeals; testifies at hearings to present data documenting and substantiating assessments relating to the work of the class.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years experience in real property, light commercial or real estate transactions; PLUS, some supervisory experience preferred; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Successful work experience as an Appraiser IV preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. Must have a suitable vehicle for reimbursable use on county business. Must have successfully passed Appraiser IV examination. Periodic completion of assigned; in-service training may be required. Biennial completion of fifteen (15) hours of state approved continuing education to meet State of Washington accreditation requirements.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory practices and principles;
- real and light commercial property appraisal methods;
- laws and regulations relating to the assessment of property;
- legal property descriptions and instruments of ownership;
- departmental operational standards and procedures;
- building construction practices and building land values;
- zoning, prospective zoning, planning requirements for development, building costs, depreciation, and possible uses of property.
- real property valuation theory and practices.

Ability to:

- establish and maintain effective work relationships with superiors, peers, and the general public;
- maintain necessary records and prepare required reports;
- meet deadlines, work under pressure and cope with interruptions;
- communicate effectively, both orally and in writing;
- gather, analyze and correlate appraisal data;
- work with minimum supervision;
- effectively supervise, train, coordinate, and evaluate the work of subordinate employees;

SUPERVISION

Work is performed with considerable independence and lead supervision is exercised over appraisers and trainees in the field.

WORKING CONDITIONS

The work is performed in the usual office environment.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: 1980

Revised: January 1990

Previous Spec No. 361324

EEO Category: 3 - Technicians

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous