

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **REAL PROPERTY APPRAISER**

Spec No. 2195

### **BASIC FUNCTION**

To support the county's real property functions to appraise real property and/or property rights for various public projects.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Prepare or assist in the preparation of True Cost Estimates or project costs of property acquisitions and certification of right-of-way requests for Project Manager's funding applications.
2. Inspect, evaluate and interpret property impacts of county projects.
3. Form an opinion of the amount of compensation by identifying comparable property sales and researching market data.
4. Review and interpret title reports and ownership data to determine legal status and interest of title.
5. Prepare and interpret legal descriptions for full and partial acquisitions.
6. Prepare progress reports and review project status in relation to budget constraints.
7. Verify appraisal with plan property rights described.
8. Prepare request for condemnations.
9. Contract for and/or perform appraisals and other valuation functions.
10. Maintain database for appraisal contracts.

### **STATEMENT OF OTHER JOB DUTIES**

11. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

A BA or BS and three (3) years of right-of-way experience in a public works environment and 75 clock hours of Appraisal Qualifications Board approved appraisal courses; OR; any equivalent combination of training and/or experience that provides the required knowledge and experience to perform the work in accordance with the WAC. Must pass job related tests.

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### SPECIAL REQUIREMENTS

Must be SR/WA candidate within one (1) year of employment.

A valid Washington Driver's License, unrestricted except as to vision, will be required prior to employment.

Valid Washington State Notary Public appointment or the ability to acquire a valid notary within sixty (60) days of employment.

Must qualify for Trainee Real Property Appraiser classification of the Real Property Appraiser qualification criteria adopted by The Appraisal Foundation Appraisal Qualifications Board and 308-125 WAC within one (1) year of employment.

Must complete certification as Real Property Appraiser as described by the Appraisal Qualifications Board and 308-125\_WAC within five (5) years of employment.

Must pass WSDOT Appraisal exam within five (5) years of employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and principles of negotiating, appraising and determining ownership of property rights;
- state and federal laws and guidelines pertaining to acquisition of land right-of-way;
- factors affecting property valuation;
- real estate transactions and sales procedures;
- legal instruments used in property transactions;
- levels of acquisition stages;
- survey and legal description processes.
- read and interpret title reports to determine legal status of fee title and other title interests as they relate to the acquisition process;
- review and interpret engineering plans and reports;
- appraise real property rights in accordance with current federal, state and county laws and guidelines;
- writing skills;
- assist in preparation of review appraisals and prepare determinations of value;
- prepare or assist in the preparation of true cost estimates;
- work and communicate effectively with all ethnic backgrounds;

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- work independently;
- utilize computer skills including word processing, database and spreadsheet;
- make presentations to individuals or small groups.

### WORKING CONDITIONS

Work is performed in the office and in the field. Meetings or project requirements involve working evenings, weekends and holidays as necessary.

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: September 1998  
Revised December 2005  
EEO Category: 2 – Professionals  
Pay Grade: 239 – Classified Pay Plan  
Workers Comp: 1501 Hazardous