

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISER ANALYST (OPEN SPACE)

Spec No. 3310

BASIC FUNCTION

Performs journey level appraisal, administrative and auditing work on open space and designated forest real properties (land and improvements).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs research and analysis of agricultural land market sales, market rents and soil type productivity; develops market and open space land value model(s) based on sales prices, land rent, location, soil type and productivity; creates and documents open space land value model.
2. Researches construction costs and conducts depreciation studies for farm and agricultural structures.
3. Assures timely processing of applications for open space and designated forest classification, applications for 'continuance' in a classification or removal from a classification.
4. Performs appraisals of open space and designated forest properties, determining both 'market land values' and/or 'open space land value' values for 'new' applications, removals from a classification; and 'estimates' for possible removals from a classification.
5. Performs audits of properties in an open space or designated forest classification to confirm compliance with qualification requirements. Audits may include site inspections and review of property owner's financial records. Initiates removal of properties from the classification for properties not in compliance.
6. Presents Assessor responses to contested appraisals for open space and designated forest assessments, both market values and 'in use' values, to the Snohomish County Board of Equalization or Washington State Board of Tax Appeals; performs research and prepares documentation related to contested appraisals.
7. Communicates with staff, property owners, agents and general public the purpose of on-site visits, of compiling data, the assessor's role, appraisal methods, mass appraisal methods, open space and designated forest appraisal methods and relevant laws and regulations.
8. Assists Residential appraisal Crew Supervisor in training lower level appraisers on the topics of open space and designated forest; explains open space and designated forest appraisal methods and techniques; assists with questions and problems related to the open space and designated forest appraisals or assessments.
9. Performs related assessment and appraisal work.

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STATEMENT OF OTHER JOB DUTIES (Continued)

10. Performs all duties of a Residential Appraiser, Senior.

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, finance, real estate, statistics, or other field directly related to professional mass appraisal AND four (4) years of appraisal experience; OR, any combination of training and/or experience which provides the required knowledge and abilities. Previous appraisal experience working for a governmental agency responsible for ad valorem tax assessments is preferred. Previous experience in using statistical analysis and multiple regression analysis for mass appraisal purposes is preferred. Education or experience in agriculture preferred. Experience in appraising agriculture properties preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Must have current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser.

Successful completion of USPAP (Uniform Standards of Professional Appraisal Practices) Basic (15 hr) course.

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 completed / passed the following:

IAAO course 101 – Fundamentals of Real Property Appraisal, OR Equivalent.

IAAO course 300 – Fundamentals of Mass Appraisal, OR Equivalent

And two of the following, OR Equivalent

Successful completion of 3 month Snohomish County Assessor's career path modeling training.

IAAO course 102 – Income Approach to Value, OR equivalent

IAAO course 201 – Appraisal of Land, OR Equivalent

IAAO course 310 – Applications of Mass Appraisal Fundamentals, OR Equivalent

IAAO course 311 – Residential Modeling Concepts; OR Equivalent

IAAO course 320 – Multiple Regression Analysis; OR Equivalent

IAAO course 322 – Application of Residential Modeling Concepts; OR Equivalent

Biennial completion of fifteen (15) hours of State of Washington, Department of Revenue, continuing educational course material to meet State of Washington accreditation requirements.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- intermediate to advanced skills in personal computer processing and terminology;
- intermediate to advanced skills in personal computer based spreadsheets;
- working knowledge of statistics;
- property valuation theory and practice, IAAO standards for mass appraisal;
- standard appraisal methods and techniques applicable to residential and commercial appraisal;
- methods and techniques applicable to mass appraisal and statistical updates; state laws, rules and codes pertaining to assessment appraisals and mass appraisal;
- alternate appraisal techniques, e.g. AEP or 'Base Home';
- office practices and procedures.

Ability to:

- proficiently utilize personal computers and software;
- proficiently utilize statistical software packages such as SPSS;
- proficiently apply multiple regression appraisal techniques;
- proficiently utilize computer aided mass appraisal system and assessment administration system;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with superiors, associates, other county employees, representatives of other agencies and the general public;
- maintain necessary records and prepare required reports;
- analyze and solve technical appraisal problems;
- function in a mass appraisal environment with minimal supervision;
- obtain facts essential to determining the value of property utilizing mass appraisal techniques;
- apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions.

SUPERVISION

The employee receives general supervision from the Residential Appraisal Crew Supervisor. The work is performed with considerable independence and is reviewed through meetings, reports and by evaluation of the results obtained.

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WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county. There is a possible exposure to hazardous areas at construction sites.

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: July 2002 as Open Space Appraiser

Revised and Retitled: January 2008

Revised: September 2012

EEO Category: 2 – Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 1501 Hazardous