

SNOHOMISH COUNTY JOB DESCRIPTION
RESIDENTIAL APPRAISER CREW SUPERVISOR

Spec No. 2026

BASIC FUNCTION

To supervise the work of a group or section of appraisers performing real property residential and light commercial appraisals.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises, plans, schedules the work of employees.
2. Instructs, trains and evaluates employees; recommends personnel actions to superiors, including hiring, transfers, promotions and discipline; performs periodic coaching sessions and annual performance reviews.
3. Monitors and inspects work of crew in progress and upon completion to ensure timely completion and compliance with instructions, procedures and standards; advises and assists employees and resolves problems.
4. Plans, schedules, organizes and attends public meetings to explain property re-evaluations, answers questions and resolves problems.
5. Maintains knowledge of state and local statutes, ordinances and regulations relative to appraising property, including Assessor's Office policies and procedures.
6. Responds to taxpayer's inquiries, complaints and problems regarding appraisals by telephone, in person or by re-inspection.
7. Communicates and advises Residential Appraisal Manager on matters relating to the residential appraisal section.
8. Ensures the safety and security of employees and operations while at work.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Four and one-half (4 ½) years experience in real property, or real estate transactions; PLUS, one (1) year of supervisory/lead experience and successful work experience as a Residential Appraiser, Senior; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. 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 successful completion/passing of the following:

- (1) International Association of Assessing Officers (IAAO) Course 101 – Fundamentals of Real Property Appraisal or approved equivalent;
- (2) IAAO Course 102 – Income Approach to Valuation or approved equivalent;
- (3) IAAO Course 300 – Fundamentals of Mass Appraisal or approved equivalent;
- (4) Uniform Standards of Professional Appraisal Practice course (USPAP);
- (5) Real Property Appraisal Accreditation.

Additional requirement: 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 procedures
- real and light commercial appraisal methods
- basic mathematical calculations
- real estate appraisal principles, procedures, laws and regulations, valuation theory
- practices of building construction and building land values
- building materials, equipment fixtures, workmanship and general construction quality
- zoning, planning requirements for development, building costs depreciation and possible uses of property, legal descriptions

Ability to:

- establish and maintain effective work relationships with superiors, peers, and the general public
- effectively supervise, train, coordinate, and evaluate the work of employees
- analyze and solve administrative and technical problems
- communicate effectively, both orally and in writing
- work with minimal supervision

SUPERVISION

The employee receives direction from the Residential Appraisal Manager.

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WORKING CONDITIONS

The work is performed in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county.

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: under previous Spec No. 361325

Revised: January 2006, September 2016

EEO Category: 3 - Technicians

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 1501 Hazardous