

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISER II

Spec No. 2029

BASIC FUNCTION

Residential real property mass appraisal field and office work; gathering and maintaining data and the appraisal of residential real property (land and buildings) for property tax assessment.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs appraisals of residential land and buildings, 'open space' and 'designated forest' properties; properties subject to conservation easements; properties with transferred development rights (TDR's) and properties with purchased development rights (PDR's).
2. Inspects residential property to gather, confirm, quantify and/or classify land characteristics. such as site utility, topographic features, view, waterfront, access, availability of utilities, etc or improvement characteristics such as year built, style, size, number of bedrooms, number of bath rooms, construction type, 'quality', 'condition', 'effective age' etc., noting any unusual features of physical, functional and external depreciation. Inspections may include walking terrain, or through construction sites, measuring structures, making field drawings and taking photographs.
3. Locates residential real property subject to tax in assigned area using maps, aerials, legal descriptions, parcel identification numbers, addresses, permits or other documents.
4. When performing field inspections, enters data changes in a portable computer; when in an office environment enters data changes in a desktop computer.
5. Participant, under direct supervision of a Residential Appraisal Crew Supervisor, in the development and calibration of the assessor's mass appraisal predictive model(s). Researches property sales information (terms and conditions of sale), individual property characteristics, zoning, comprehensive plans, city boundaries, UGA boundaries, utilities, topography, parcel boundaries, and structure locations, utilizing maps, aerials and field inspections in support of the creation and updating of the Assessor's mass appraisal predictive models.
6. Communicates with staff, property owners and general public the purpose of on-site visits, of compiling data, the assessor's role, appraisal methods, mass appraisal methods and relevant laws and regulations.
7. Performs research and prepares documentation related to contested appraisals to be presented before either the Snohomish county Board of Equalization or the Washington State Board of Tax Appeals; testifies at hearings in conjunction with a Residential Appraiser, Senior or Residential Appraisal Crew Supervisor.

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STATEMENT OF ESSENTIAL JOB DUTIES (CONTINUED)

8. Performs the appraisal tasks associated with 'Destroyed Property' applications, Improvements to Single Family Residence exemptions, senior citizen exemptions, corrections to the assessment roll (manifests and requests for reconvenes of boards) and segregations / combinations.
9. Performs related assessment and appraisal work.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

An AA degree in accounting, business, finance, real estate or other field directly related to professional mass appraisal; AND, three (3) years of experience in property appraisal, construction or real estate; including one (1) year as a Residential Appraiser, Trainee; OR, current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser; AND, two (2) years of experience in property appraisal; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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 possess State of Washington Real Property Appraiser Accreditation and/or be a Washington State Licensed Real Estate Appraiser. Employees who hold a Washington State Real Estate Appraiser License must obtain the Real Property Appraiser Accreditation within twelve (12) months.

Must have successful completion/passing of the following:

- (1) International Association of Assessing Officers (IAAO) Appraisal Course 101 – Fundamentals of Real Property Appraisal or approved equivalent.
- (2) Washington State Department of Revenue 'Fundamentals of the Assessor's Office' course' or approved equivalent within one (1) year.
- (3) Uniform Standards of Professional Appraisal Practice course (USPAP) within three (3) years of receiving accreditation.

Periodic completion of assigned in-service training may be required.

Additional requirements: Biennial completion of fifteen (15) hours of state approved continuing education to meet State of Washington accreditation requirements.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- real estate appraisal principles, procedures, laws and regulations, valuation theory;
- building materials, equipment, fixtures, workmanship and general construction quality;
- zoning, planning requirements for development, building costs depreciation, and possible uses of property; legal descriptions.
- basic mathematical calculations;
- Standard office practices and procedures;
- laws and regulations relating to the assessment of property;
- departmental operational standards and procedures
- computer applications

Ability to:

- move around buildings, up, down and over obstacles, into new construction, often up construction ramps, sometimes ladders, around on sites under construction with obstacles;
- work independently;
- schedule, manage time, and produce desired work product on own initiative with minimum supervision;
- type;
- operate personal and/or notebook and/or "tablet" computer;
- use office automation tools including but not limited to word processing and spreadsheets;
- read and interpret a wide variety of technical manuals and reports, blueprints and maps;
- apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions;
- exercise sound judgment in developing and analyzing appraisal information
- perform arithmetic, algebraic, and geometric procedures in standard practical application;
- understand and execute oral and written instructions;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships with superiors, associates and the general public;
- deal tactfully and courteously with the public;
- operate standard office and field equipment such as camera, measuring table and calculator.

SUPERVISION

Employee receives general supervision from a Residential Appraisal Crew Supervisor.

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WORKING CONDITIONS

The majority of the work is performed in the field in all kinds of weather conditions.

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, as an Appraiser II

Previous Spec no. 361321

Revised and Retitled: May 2000 as Residential Appraiser II

Revised and Retitled: March 2007 as Residential Appraiser

Revised: January 1990, February 2002, May 2004, July 2007, December 2008

Retitled: July 2016 as Residential Appraiser II

EEO Category: 3 – Technicians

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 1501 Hazardous