

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISER, SENIOR

Spec No. 2030

BASIC FUNCTION

Performs journey level market analysis and appraisal work on multi family (duplexes and triplexes), rural commercial, exempt and the most complex residential real properties for property tax assessment.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Presents Assessor responses to contested appraisals to the Snohomish County Board of Equalization or Washington State Board of Tax Appeals; performs research and prepares documentation related to contested appraisals.
2. Performs appraisals of the most complex residential land and buildings, multi family, rural commercial, exempt, '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) using both single property and mass appraisal techniques.
3. Assists in training lower level appraisers; explains appraisal methods and techniques; assists with questions and problems related to the appraisal or assessment process; assists with technical aspects of the appraisal positions.
4. Participant 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.
5. 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.
6. Locates residential real property subject to tax in assigned area using maps, aerials, legal descriptions, parcel identification numbers, addresses, permits or other documents.
7. When performing field inspections, enters data changes in a portable computer; when in an office environment enters data changes in a desktop computer.
8. 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.

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STATEMENT OF ESSENTIAL JOB DUTIES (CONTINUED)

9. 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.
10. Performs related assessment and appraisal work.

STATEMENT OF OTHER JOB DUTIES

11. 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, four (4) years of experience in property appraisal, construction or real estate; including three (3) years as a Residential Appraiser; OR current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser; AND, four (4) year 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 have successful completion/passing of the following:

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) Washington State Department of Revenue Fundamentals of the Assessor's Office course or approved equivalent.
- (2) International Association of Assessing Officers (IAAO) Course 101 or approved equivalent.
- (3) International Association of Assessing Officers (IAAO) Course 102 or approved equivalent.
- (4) International Association of Assessing Officers (IAAO) Course 300 or approved equivalent.
- (5) Uniform Standards of Professional Appraisal Practice course (USPAP)

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SPECIAL REQUIREMENTS (CONTINUED)

- (6) 14 continuing education hours of any other IAAO course/seminar, DOR sponsored credit course or College related course.
- (7) Successful completion of 3 months of appeals preparation training including presentation or equivalent.
- (8) Successful completion of 3 months 'modeling' training or equivalent.

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.

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, prospective zoning, planning requirements for development, building costs, depreciation, and possible uses of property;
- basic mathematical calculations;
- standard office practices and procedures';
- laws and regulations relating to the assessment of property;
- departmental operational standards and procedures;
- computer application in the appraisal process.
- land, residential, multi family and commercial single property and mass appraisal methods and techniques;

Ability to:

- ability to get 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, 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;

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KNOWLEDGE AND ABILITIES (CONTINUED)

Ability to:

- 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 work relationships with superiors, peers, and the general public;
- deal tactfully and courteously with the public;
- operate standard office and field equipment such as camera, measuring tape and calculator;
- function in a mass appraisal system with minimum supervision;
- obtain facts essential to determining the value of property and to prepare accurate, detailed narrative appraisal reports;

SUPERVISION

Employee receives general supervision from a Residential Appraisal Crew Supervisor.

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: pre – 1980, as an Appraiser IV
Previous Spec No. 361323
Revised: January 1990, June 1996, May 2004, July 2007
Revised and Retitled: May 2000 as Residential Appraiser IV
Revised and Retitled: March 2007
EEO Category: 3 – Technicians
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 1501 Hazardous