

**SNOHOMISH COUNTY JOB DESCRIPTION
RESIDENTIAL APPRAISER SUPERVISOR**

Spec No. 2032

BASIC FUNCTION

To supervise and coordinate the operations of the real property residential/light commercial appraisal section of the Assessor's Office, including the re-evaluation of all residential properties.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Work with the Assessor and Chief Deputy to develop a revaluation plan that is acceptable to the State Department of revenue; implement approved plan with appraisal division and office staff to assure that assessment goals and objectives are met.
2. Schedule, plan and coordinate efforts of the Appraisal Crew Supervisors and their teams during the re-evaluation cycles, including the valuation of new construction and all manufactured homes to ensure workload is completed in a timely manner.
3. Plan, organize and supervise the operations of the residential appraisal section; participates in and makes recommendations concerning hiring, training, performance reviews, discipline and terminations of employees.
4. Supervises and coordinates the development of appraisal value standards, including the land benchmarking process and the criteria to be applied by residential appraisal staff.
5. Submits recommendations to the Assessor or Chief Deputy regarding policy decisions to improve/enhance the operations of the Assessor's Office.
6. Coordinates residential appraisal activities with other office divisions and county departments; monitors progress toward objectives.
7. Develops guidelines, training and provides assistance to appraisal staff in preparation of appeals to the Board of Equalization or the State Board of Tax Appeals; testifies as an expert witness and defends contested appraisals before the Board of Equalization and the State Board of Tax Appeals.
8. Performs the most difficult and complex appraisals.
9. Researches, analyzes, inspects and processes destroyed property claims involving real property.
10. Reviews all manifest and Assessor's roll change boards for accuracy and compliance to guidelines.
11. Facilitates staff meetings and conducts training sessions.
12. Maintains knowledge of state and local statutes, ordinances and regulations relative to appraising property, including Assessor's Office policies and procedures.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

13. Advises the public concerning appraisal methods and requirements for residential assessments; responds to inquiries and problems.
14. Arranges public meetings; attends public hearings and meetings.
15. Ensures the safety and security of employees and operations while at work.

STATEMENT OF OTHER JOB DUTIES

16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years experience in real property tax appraisal; AND, three (3) years supervisory experience; successful work experience as a Residential Appraiser IV; 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:

1. International Association of Assessing Officers (IAAO) courses I
2. IAAO Course II
3. Real Property Assessment Accreditation
4. Real Property Competency Test
5. Appraiser IV Exam

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- real estate appraisal principles, procedures, laws and regulations;
- standard appraising methods and techniques applicable to residential and light commercial appraisal;
- departmental and state laws, rules, and regulations, codes and statutes pertaining to mass appraisal programs;
- building, zoning and construction codes and regulations;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- personal computer;
- word processing, spreadsheet and data base software.

Ability to:

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

SUPERVISION

The employee receives administrative direction from the Chief Deputy Assessor.

WORKING CONDITIONS

The work is performed in the usual office environment.

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
Previous Spec No. 361326
Revised: January 1990, July 1996, May 2000
EEO Category: 3 – Technicians
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 1501 Hazardous