

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISER

Spec No. 2401

BASIC FUNCTION

Provide customer service to the public and provide in-office appraisal support to the Residential Appraisal division; communicate mass appraisal principles, processes and procedures to the general public; assist in residential real property mass appraisal office work; gather and maintain data used for the appraisal of residential real property (land and buildings) for property tax assessment.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Communicates to property owners and the general public the purpose of on-site visits, of compiling data, the assessor's role in the valuation and property tax processes, appraisal methods, mass appraisal methods and relevant laws and regulations.
2. Acts as liaison between members of the public and the Residential Appraisal division staff to ensure prompt responses to phone and in-person inquiries; coordinates distribution of parcel-specific inquiries to the field appraisers based on geographic assignments.
3. 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, and aerials in support of the creation and updating of the Assessor's mass appraisal predictive models. Assists in the analysis of the performance of the Assessor's mass appraisal predictive models, e.g. reviews ratio studies, ratio maps.
4. Reads, interprets and enters residential and commercial building blueprint data accurately into the CAMA system; makes corrections to sketches as needed after final appraisal field review.
5. Coordinates with County Planning and Development Services office for pick up and return of blueprints and permits for onsite review and entry.
6. Locates residential real property subject to tax using online mapping tools, maps, aerials, legal descriptions, parcel identification numbers, addresses, permits or other documents.
7. Assists in preparing appeal responses for presentation before either the Snohomish County Board of Equalization or the Washington State Board of Tax Appeals.
8. Performs the in-office 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 in an in-office capacity.

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STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in accounting, business, finance, real estate or other field directly related to professional mass appraisal; AND, two (2) years of experience in property appraisal, construction or real estate; OR, current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser; AND, one (1) 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

Must have or obtain within twelve (12) months Real Property Accreditation.

Successful completion/passing of the International Association of Assessing Officers (IAAO) Appraisal Course 101 – Fundamentals of Real Property Appraisal or approved equivalent within twelve (12) months.

Successful completion of Washington State Department of Revenue 'Fundamentals of the Assessor's Office' course' or approved equivalent within two (2) years.

Successful completion/passing of 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 requirement: 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, planning requirements for development, building costs depreciation, and possible uses of property; legal descriptions
- basic mathematical calculations
- standard office practices and procedures
- computer applications

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- deal tactfully and courteously with the public
- communicate effectively both orally and in writing
- work independently
- meet deadlines and cope with interruptions
- 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, building construction plans, specifications, maps, and blueprints
- apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions
- exercise sound judgment in developing and analyzing appraisal information
- understand and execute oral and written instructions
- establish and maintain effective working relationships with superiors, associates and the general public
- operate standard office and field equipment, such as camera, measuring tape, and calculator
- perform arithmetic, algebraic, and geometric procedures in standard practical application

SUPERVISION

Employee receives direct supervision from the Residential Appraisal Manager.

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: January 2018
EEO Category: 3 – Technicians
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous