

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL CREW SUPERVISOR

Spec No. 2193

BASIC FUNCTION

To supervise the activities of appraiser's performing real property residential and light commercial appraisers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises, plans and schedules the work of subordinate employees. Coordinates crew activities with other appraisal groups.
2. Instructs and trains subordinate employees on appraisal methods, practices, techniques, computers and software.
3. Evaluates subordinate employees. Recommends personnel actions to superiors, including transfer, promotion and discipline. Performs periodic coaching sessions and annual performance reviews.
4. Monitors and inspects work of crew in progress and upon completion to ensure timely completion and compliance with instructions, procedures and standards.
5. Initiates, leads, assists in the analysis of market data including the analysis of appraisal performance indicators, researching and analyzing of sales to identify market trends, establish land benchmarks and the development of neighborhood factors.
6. Maintains knowledge of state and local statutes, ordinances and regulations relative to appraising property, including Assessor's Office policies and procedures.
7. Responds to taxpayers, inquires, complaints and problems regarding appraisals in person, by phone or re-inspection of property. Coordinates crew's activities regarding public meetings scheduled to explain property evaluations, answer questions and resolve problems.
8. Communicates with and advises Residential Appraiser Supervisor on matters relating to the residential appraisal section including the identification of procedural problems relating to the operation of the residential appraisal section, suggest solutions and advise the appraiser supervisor.
9. Appraises residential, light commercial and small multiple family properties.
10. Performs special projects as assigned.
11. Ensures the safety and security of subordinate employees and operations while at work.

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MINIMUM QUALIFICATIONS

Four (4) years experience in real property or real estate transactions including six (6) months successful work experience as a Residential Appraiser IV or equivalent: OR, any equivalent combination of training and/or experience which provides the required knowledge and skills. Supervisory experience preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

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 (1), IAAO Course 102 (11)
2. Real Property Assessment Accreditation (State of WA Department of Personnel Exam)
3. Real Property Competency Test (State of Wa. Department of Personnel Exam)
4. Achieved Appraiser IV

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

Ability to:

- supervise, train, coordinate, schedule, plan and evaluate the work of subordinate employees;
- written and oral communication;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- analyze and solve problems associated with appraisal of residential/light commercial property;
- computer usage (personal computers and hand held computers) and various software packages;
- interpersonal skills;
- collect, analyze, correlate and process data;
- operate standard office and field equipment, camera, calculator, measuring tape;
- perform mathematical, algebraic and geometric procedures;
- schedule and manage time independently, organization skills;
- prepare required reports and maintain necessary records;
- read and interpret technical manuals, reports, building construction plans, specifications, maps and blueprints;
- select and justify the use of best appraisal method.

SUPERVISION

Supervision is exercised over the activities of staff appraisers. The employee reports to and receives limited supervision from a higher level supervisor and/or manager as assigned. The work requires considerable independent judgment and the work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

WORKING CONDITIONS

Positions in this class typically require weekly focus on computer screen for 2+ hours; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; daily lifting, moving or carrying of objects between 20 to 50 pounds; daily crouching, crawling, bending, kneeling, climbing or balancing, regular work outdoors in inclement weather; daily operation of a motor vehicle on public roads; regular exposure or potential exposure to a variety of field hazards, including vicious animals, high risk areas, isolation without access to services and active construction sites; requires sufficient mobility to climb over and under buildings structures.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: 1980 as Appraiser Crew Supervisor (2026)

Revised: January 1990

Revised and Retitled: March 1998 as Residential Crew Supervisor

EEO Category: 3 – Technicians

Pay Grade: 239 – Classified Pay Plan