

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **RIGHT-OF-WAY APPRAISER/REVIEW APPRAISER**

Spec No. 3396

#### **BASIC FUNCTION**

To perform professional assignments including Appraisals and Appraisal Reviews on full and partial acquisitions, uneconomic remnants and surplus properties for county projects and perform journey level appraisal of special property or property rights as necessary in accordance with Uniform Standards of Professional Appraisal Practice, (USPAP), Washington Department of Transportation (WSDOT) and Federal Highway Administration (FHWA) guidelines.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Inspects, evaluates and interprets property impacts on Snohomish county projects.
2. Reviews appraisal reports for completeness, and to ensure the report was prepared utilizing established right-of-way appraisal practices and principles and is in compliance, with adopted State and Federal regulations.
3. Prepares appraisals for properties in accordance with USPAP, State and local regulations.
4. Verifies appraisal reports are equitable and property owners will receive "fair and just compensation in accordance with RCW, the Uniform Relocation Assistance and Real Property Acquisition Act, current eminent domain law, and other applicable law.
5. Prepares Determination of Value (Review), establishing Just Compensation for each appraisal report reviewed in accordance with USPAP and WSDOT requirements.
6. Determines if appropriate specialists reports have been included in the appraisal report, or whether additional specialist information is necessary.
7. Reviews appraisal report market data for relevance; researches additional market data when necessary.
8. Works with consultant appraisers to correct appraisal and/or report deficiencies or may reject appraisal and request new report.
9. Assists in the administration of appraisal service contracts, and monitors contract performance of consultant appraisers.
10. Drives to project locations, and performs site inspections of subject property and comparable sales in the field.

#### **STATEMENT OF OTHER JOB DUTIES**

11. Prepares appraisal reviews for other public agencies as assigned.

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#### STATEMENT OF OTHER JOB DUTIES (Continued)

12. Prepares appraisal reports, Project Funding Estimates.
13. Makes determination and documents findings regarding "uneconomic remnant" parcels and provides support for that finding.
14. Reviews private appraisal reports and other information provided by property owners in rebuttal of county appraisals.
15. Reviews and interprets title reports and other ownership data to determine legal status and interest of title.
16. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS

A Bachelor of Arts or Bachelor of Science degree, or its equivalency as specified by the Appraisal Qualifications Board, AND, three (3) years experience as a Certified General Real Estate appraiser, licensed by the appropriate licensing authority in any jurisdiction in preparation of reports on rural, suburban and urban properties OR, any equivalent combination of education and experience that provides the required knowledge and abilities. Must pass job related tests.

#### SPECIAL REQUIREMENTS

Certification as a General Real Estate Appraiser with the State of Washington, or the ability to obtain within 90 days of employment.

Must be able to demonstrate skills and abilities directly related to right-of-way acquisition, utilizing WSDOT and FHWA requirements within six (6) months of employment.

Able to obtain approval by WSDOT as an Appraiser within six (6) months, and a Review Appraiser within one (1) year.

Hold or Obtain certification as a Senior Member (SR/WA) of the International right-of-way Association within three (3) years of employment.

Hold or Acquire a Valid Washington State Driver's License within thirty (30) days of employment.

Hold or Obtain a valid Washington State Notary Public Appointment within sixty (60) days of employment.

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#### KNOWLEDGE AND ABILITIES

Knowledge of:

- Uniform Standards of Professional Appraisal Practice, accepted appraisal practices, principles, procedures, laws and regulations;
- Real property valuation theory and practice including the impact and valuation of easements;
- Uniform Relocation Assistance and Real Property Acquisition Act (1970) and current eminent domain laws;
- Zoning, prospective zoning, planning requirements and long range planning goals;
- General land values and real estate market trends;
- Necessary mathematical calculations used in appraisal practice;
- Computer applications related to the appraisal process;
- Standard office practices and procedures.
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Ability to:

- Complete review appraisals of full and partial acquisitions;
- Prepare appraisals of complex properties;
- Exercise sound judgment in reviewing and evaluating appraisal information;
- Read and interpret a wide variety of technical manuals and reports, right-of-way plans, construction plans, specifications, and maps;
- Establish and maintain effective working relationships with county officials, other employees and the general public;
- Communicate effectively in writing and oral presentation;
- Prepare information for and make presentations to groups;
- Work independently with a minimum of supervision and coordinate with other staff members;
- Read, write and interpret legal descriptions;
- Utilize word, excel, and other related computer programs.

#### PHYSICAL REQUIREMENT

Employee must be able to drive to locations to physically inspect subject properties and comparable sales, which may require ability to walk over various types of terrain and surfaces; crawl under buildings and climb ladders.

#### SUPERVISION

Employee reports to, and receives direction from the assigned Supervisor and senior staff. Work is performed independently and performance is monitored through status reports, meetings and annual performance reviews.

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#### WORKING CONDITIONS

Work is normally performed in the office and also requires work in the field which may require you to drive and be outdoors in inclement weather. Deadlines and project requirements may involve the need to work evenings, weekends and holidays as assigned and if necessary.

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 2015  
EEO Category: 2 – Professionals  
Pay Grade: 239 – Classified Pay Plan  
Workers Comp: 1501 - Hazardous