

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**RIGHT-OF-WAY REVIEW APPRAISER, SENIOR**

**Spec No. 3139**

**BASIC FUNCTION**

To perform professional assignments including Appraisal Reviews on full and partial acquisitions, uneconomic remnants and surplus properties for county projects in accordance with WSDOT and FH/WA guidelines, and review work of contract or in-house appraisers. To perform journey level appraisal of special property or property rights as necessary. Assist in administration of appraisal service contracts.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Reviews, pursuant to State and Federal regulations, appraisal reports for completeness and compliance with established right-of-way appraisal practices and principles and Federal and State requirements.
2. Prepares appraisals for properties in accordance with USPAP, State and local regulations.
3. Verifies that the appraisal reports are equitable and property owners will be receiving "Fair and just compensation" in accordance with RCW, Uniform Relocation and Assistance Act, current eminent domain law, and other applicable law.
4. Administers and supervises appraisal trainees pursuant to 125-308 WAC, including personally inspecting subject properties with the trainee, verify each appraisal report as entered on the trainees log, insuring compliance with USPAP requirements, preparing and maintaining trainee progress reports.
5. Prepares Determination of Value, establishing Just Compensation for each appraisal report reviewed.
6. Coordinates with the assigned prosecuting attorney and Right-of-Way Supervisor on eminent domain litigation cases, preparing trial strategy and briefing witnesses.
7. Determines if appropriate specialists reports have been included in the appraisal report, or whether additional specialist information is necessary.
8. Reviews appraisal report market data for relevance, researches additional market data where necessary.
9. Consults with appraiser to correct deficiencies or reject appraisal and request new report.
10. Reviews appraisal reports and other information presented by property owners in rebuttal of county appraisals.
11. Performs site inspections of subject property and comparable sales in the field.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Determines whether a remainder qualifies as an "uneconomic remnant", and provides support for that finding.

STATEMENT OF OTHER JOB DUTIES

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

14. Prepares appraisal reports, True Cost Estimates and other duties as assigned.

15. May provide expert testimony in court proceedings on appraisal or appraisal review issues.

MINIMUM QUALIFICATIONS

A BA/BS degree and five(5) years certified appraisal and appraisal review preparation of rural and urban properties, directly related to right-of-way acquisition, utilizing WSDOT and FH/WA requirements; OR, any equivalent combination of education and experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Approval as an appraiser and a Review Appraiser by WSDOT.

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

Hold or Obtain certification as a Senior Member (SR/WA) of the International right-of-way Association within one (1) year of employment.

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

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

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;

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- 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 application to the appraisal process;
- standard office practices and procedures;
- contracts and contract terms for consultants.

Ability to:

- complete review appraisals of full and partial acquisitions;
- prepare appraisals of complex properties;
- exercise sound judgment in reviewing and evaluating appraisal information;
- directly supervise the work of one or more licensed appraisal trainees;
- 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;
- work evenings, weekends, holidays, as workload demands.

PHYSICAL REQUIREMENT

Employee must be able to physically inspect subject properties and comparable sales. May require ability to crawl under buildings.

SUPERVISION

Employee reports to, and receives direction from, the Real Property Supervisor. Work is performed with very little supervision, and is occasionally reviewed for compliance with policies or standards.

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: Unknown

Revised: March 2006

Revised: August 2007

EEO Category: 2 – Professionals

Pay Grade 242 – Classified Pay Plan

Workers Comp: 1501 Hazardous