

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COMMERCIAL APPRAISER, LEAD**

Spec No. 2149

### **BASIC FUNCTION**

To assist the Commercial Appraiser Supervisor in the administration of the Commercial/Industrial Real Property Appraisal section and to assist with property assessment analysis for the unit.

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

1. Assists the Commercial Appraiser Supervisor in planning, organizing, and coordinating the activities of the commercial department. Performs supervisory related duties in their absence as needed.
2. Benchmarks assigned work areas; studies and analyzes sales to determine assessed value categorized by commercial property types; selects and applies applicable appraisal methods and techniques to determine commercial/industrial values.
3. Inspects and appraises commercial/industrial properties to determine assessed values; reviews property owner's financial records and market-based financial information sources to arrive at assessment using the income approach. Gathers construction and depreciation data to determine value using cost methods.
4. Assists the Commercial Appraisal Supervisor in maintaining Commercial Appraisal section mass appraisal tables in CAMA; assists with creation and testing of valuation models.
5. Maintains knowledge of state and local statutes, ordinances, and regulations relative to appraising property, including Assessor's Office policies and procedures. Advises and provides information to the public regarding appraisal methods and requirements for commercial/industrial assessments.
6. Testifies and defends appraisals at assessment appeal hearings of the Board of Equalization and the State Board of Tax appeals as required; provides testimony in court and legal proceedings related to commercial/industrial assessments. Attends Board Hearings with other commercial appraisers in Supervisor's absence as needed.
7. Assists in training residential and commercial staff in Commercial Appraisal techniques using the Assessor's Computer Aided Mass Appraisal (CAMA) software and all software used in the appraisal process.
8. Identifies areas in commercial appraisal process needing special attention and makes recommendations to the Commercial Appraisal Supervisor.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COMMERCIAL APPRAISER, LEAD**

Spec No. 2149

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

9. Performs duties of the Commercial Appraiser classification.
10. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Three (3) years' experience as a Commercial Appraiser or a Mass Appraisal Analyst; PLUS, one (1) year of lead or supervisory experience in the appraisal field preferred; OR, any equivalent combination of training and/or experience which 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 suitable vehicle for reimbursable use on county business. Must have successful completion/passing of the following at position appointment; OR, completion/passing of the following within 12 months of hire date:

- (1) International Association of Assessing Officers (IAAO) Course 101.
- (2) IAAO Course 102
- (3) Real Property Assessment Accreditation
- (4) IAAO Course 300

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:

- department and state principles, laws, regulations, codes and rules pertaining to assessment of property
- legal property descriptions and instruments of ownership
- practices of zoning, planning requirements for building and property uses
- valuation theory and standard appraising methods and techniques applicable to commercial appraisal
- principles and practices of supervision
- mass appraisal statistical analysis
- computer aided mass appraisal system (CAMA)

Ability to:

- perform complex industrial and commercial appraisals

# SNOHOMISH COUNTY JOB DESCRIPTION

## COMMERCIAL APPRAISER, LEAD

Spec No. 2149

### KNOWLEDGE AND ABILITIES (Continued)

- effectively supervise, train, coordinate, and evaluate the work of subordinate employees
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with superiors, associates, subordinates, representatives of other agencies, and the general public
- maintain necessary records and prepare required reports
- work under pressure, meet deadlines, and cope with interruptions
- read and interpret legal instruments, codes, regulations and statutes pertaining to property appraisals
- work with minimal supervision

### SUPERVISION

The employee receives direction from the Commercial Appraiser Supervisor. Position requires considerable independent judgment and is reviewed through periodic meetings and status reports and by evaluation of results obtained.

### WORKING CONDITIONS

The majority of work performed is in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county. There is possible exposure to hazardous areas at industrial and new construction sites.

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: December 1994 as Valuation Specialist Lead

Previous Spec No. 360332

Revised & Re-titled: May 2000 as Commercial Appraiser Lead, April 2003

Revised: May 2001, April 2002, January 2003, January 2006, May 2006

EEO Category: 3 - Technicians

Pay grade: 241- Classified Pay Plan

Workers Comp: 1501 Hazardous