

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISAL MANAGER

Spec No. 2133

BASIC FUNCTION

This is a highly responsible administrative management work position in both residential appraisal and CAMA (Computer Assisted Mass Appraisal) sections of the Assessor's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and coordinates residential real property appraisal program and operations; develops standards, methods and techniques used in real property appraisal to assure equitable appraisal as prescribed by law for taxation purposes.
2. Works with the Assessor and Chief Deputy to develop a revaluation plan that is acceptable to the State Department of Revenue; implements approved plan with appraisal division and office staff to assure that assessment goals and objectives are met.
3. Schedules, plans, and coordinates efforts of the appraisal crew supervisors and their teams during the reevaluation cycles, including the valuation of new construction and all manufactured homes to ensure workload is completed in a timely manner.
4. Directs, assigns, monitors and evaluates the activities of subordinate residential and CAMA section heads and appraisal staff; reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; plans and, schedules in-service training; recommends, various personnel actions such as selection, promotion, reassignment and discipline.
5. Develops guidelines, training, and assistance to appraisal staff in preparation of appeals to Board of Equalization or State Board of Tax Appeals; testifies as an expert witness in court cases and legal proceedings on behalf of Assessor's Office.
6. Advises the public concerning appraisal methods and requirements for residential assessments; responds to inquiries and problems.
7. Establishes and assures adherence to quantity and quality work standards in order to meet goals and objectives of appraisal program; periodically reviews goals and objectives and revises to meet changing conditions or needs.
8. Provides expertise and decisions on the problems occurring within the department; provides technical assistance to resolve complex or unusual appraisal problems; coordinates residential and CAMA activities with commercial and other Assessor divisions and offices.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Provides technical assistance with extremely complex or unusual appraisals; performs special projects as assigned.
10. Monitors and inspects work in progress and upon completion to ensure timely completion and compliance with instruction, procedures and standards.
11. Supervises the development of appraisal value standards methods and techniques to be used by the residential appraisers.
12. Assists in the establishment of a schedule for forwarding reevaluation notices.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in commercial & residential real estate appraisal, business management or other related field; PLUS, five (5) years of experience in real property computer assisted mass appraisal assessment; AND, three (3) years supervisory experience; 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 a suitable vehicle for reimbursable use on county business.

Must have Washington State real property assessment accreditation within 6 months of hire date; and must have International Association of Assessing Officers (IAAO) Courses 101, 102 and 300, or successful completion within 18 months of hire date.

Additional Requirement: biennial completion of fifteen (15) hours of state approved continuing education to meet State of Washington accreditation requirements.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- a working understanding of computer assisted mass appraisal methods & software;
- recognized methods and techniques of appraising land, residential properties as applied to mass appraising;
- mass appraisal practices and procedures;
- office management and supervision practices and principles;
- laws, codes, regulations and statutes pertaining to residential properties as well as Uniform Standards of Professional Appraisal Practice (USPAP), IAAO standards and mass appraisal;
- market conditions, labor competition, construction costs, and interest rates;
- personal computer processing, including database query and design.

Ability to:

- communicate effectively both orally and in writing;
- plan, schedule, and direct the work of subordinates;
- learn, understand, interpret and explain new and existing codes, regulations, statutes, and laws pertaining to administrative guidelines and technical appraisals;
- collect and analyze all types of data pertaining to mass appraisals;
- select the best appraisal methods to produce fair and equitable assessment;
- 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;
- manage data using CAMA, & be proficient using computer software
- coordinate large scale projects and see them through to completion;
- meet deadlines and cope with interruptions;
- work under pressure, meet deadlines, and cope with interruptions;
- organize and express oneself effectively in written and oral communication.

PHYSICAL EFFORT

Physical activities required are operation of personal computers and writing notes and reports; mobility to maneuver over uneven terrain and in isolated small spaces.

SUPERVISION

Employee receives administrative direction from the Chief Deputy Assessor. Direct or delegated supervision is exercised over assigned staff and the work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The remainder of the work is performed in the field at sites throughout the county in all kinds of weather conditions.

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: 1980 - Chief Appraiser

Previous Spec No. 362327

Revised: January 1990, January 1993

Revised and Retitled: July 2002 as Real Property Appraisal Manager

Revised and Retitled: June 2004 as Residential Appraiser Manager

Revised: March 2013

EEO Classification: 2 – Professionals

Pay Grade: 110 – Management Exempt Pay Plan (SCC 3.68)

Workers Comp: 5306 Non-Hazardous