

# SNOHOMISH COUNTY JOB DESCRIPTION

## RESIDENTIAL APPRAISER ANALYST

Spec No. 2300

### BASIC FUNCTION

Develop, test, implement and verify multiple regression analysis and mass appraisal models for residential land and residential improved property using SPSS and/or other software programs while assuring that the required assessment level and uniformity are maintained.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, tests and documents SPSS model programs and mass appraisal models for land, single and multi-unit residential market values.
2. Produces and analyzes summary mass appraisal statistics reports.
3. Prepares pre appraisal statistical reports documenting expected model performance for use by the Residential Appraisal Manager and/or Assessor.
4. Analyzes and modifies as necessary model results of lower level appraisers assigned to modeling.
5. Provides technical assistance to lower level appraisers assigned to modeling.
6. Assists Residential Appraisal Crew Supervisor in training lower level appraisers assigned to modeling.
7. Performs extensive research and analysis of real estate sales, market trends and economic factors; land acquisition costs, property acquisition costs, property value influences, etc., in order to estimate the value of real property using mass appraisal techniques
8. Performs quality assurance inspections of real property as part of research and analysis.
9. Creates and/or calibrates annually valuation models to solve complex valuation problems such as for duplexes, manufactured homes in manufactured home parks, view and waterfront properties.
10. Assures that calibrated models produce appraised values that meet Assessor standards, Washington State Department of Revenue Standards (DOR) and International Association of Assessing Officers (IAAO) standards as to assessment level and uniformity.
11. Prepares post appraisal 'Mass Appraisal Reports' documenting the performance of the valuation models.

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### **STATEMENT OF ESSENTIAL JOB DUTIES (Continued)**

12. Explains results of market analysis, modeling methods and techniques to employees and public.
13. Communicates with staff, property owners and the general public the laws, regulations, Assessor's role and the appraisal methods used in valuing property for assessment purposes.
14. Develops, updates and maintains in the CAMA system, land influence tables and house type models.

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

15. Performs all duties of a Residential Appraiser, Senior.
16. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in accounting, business, finance, real estate, statistics, or other field directly related to professional mass appraisal; AND four (4) years of appraisal experience; OR any combination of training and/or experience which provides the required knowledge and abilities.

### **PREFERRED QUALIFICATIONS**

Previous appraisal experience working for a governmental agency responsible for ad valorem tax assessments is preferred.

Previous experience in using statistical analysis and multiple regression analysis for mass appraisal purposes is preferred.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

Must have current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser.

Successful completion of USPAP (Uniform Standards of Professional Appraisal Practices) Basic (15 hr) course.

Must have a suitable vehicle for reimbursable use on county business.

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### SPECIAL REQUIREMENTS (Continued)

Must have successfully completed / passed the following:

- IAAO course 101 – Fundamentals of Real Property Appraisal, OR Equivalent.
- IAAO course 300 – Fundamentals of Mass Appraisal, OR Equivalent
- AND two of the following, OR Equivalent
- Successful completion of 3 month Snohomish County Assessor's career path modeling training.
- IAAO course 102 – Income Approach to Value, OR equivalent
- IAAO course 201 – Appraisal of Land, OR Equivalent
- IAAO course 310 – Applications of Mass Appraisal Fundamentals, OR Equivalent
- IAAO course 311 – Residential Modeling Concepts; OR Equivalent
- IAAO course 320 – Multiple Regression Analysis; OR Equivalent
- IAAO course 322 – Application of Residential Modeling Concepts; OR Equivalent

Biennial completion of fifteen (15) hours of State of Washington, Department of Revenue, continuing educational course material to meet State of Washington accreditation requirements.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- intermediate to advanced skills in personal computer processing and terminology
- intermediate to advanced skills in personal computer based spreadsheets
- working knowledge of statistics
- property valuation theory and practice, IAAO standards for mass appraisal
- standard appraisal methods and techniques applicable to residential and commercial appraisal
- methods and techniques applicable to mass appraisal and statistical updates; state laws, rules and codes pertaining to assessment appraisals and mass appraisal
- alternate appraisal techniques, e.g. AEP or 'Base Home'
- office practices and procedures

Ability to:

- proficiently utilize personal computers and software
- proficiently utilize statistical software packages such as SPSS
- proficiently apply multiple regression appraisal techniques
- proficiently utilize computer aided mass appraisal system and assessment administration system
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with superiors, associates, other county employees, representatives of other agencies and the general public

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### KNOWLEDGE AND ABILITIES (Continued)

- maintain necessary records and prepare required reports
- analyze and solve technical appraisal problems
- function in a mass appraisal environment with minimal supervision
- obtain facts essential to determining the value of property utilizing mass appraisal techniques
- apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions

### SUPERVISION

The employee receives general supervision from the Residential Appraisal Crew Supervisor. The work is performed with considerable independence and is reviewed through meetings, reports and by evaluation of the results obtained.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county. There is a possible exposure to hazardous areas at 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: August 2006  
Revised: September 2012  
EEO Category: 2 – Professionals  
Pay Grade: 239 – Classified Pay Plan  
Workers Comp: 1501 Hazardous