

SNOHOMISH COUNTY JOB DESCRIPTION

RESIDENTIAL APPRAISER I

Spec No. 2027

BASIC FUNCTION

Basic residential real property mass appraisal field and office work; gathering and maintaining data and the appraisal of residential real property (land and buildings) for property tax assessment.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs limited appraisals of residential land and buildings, 'open space' and 'designated forest' properties; properties subject to conservation easements; properties with transferred development rights (TDR's) and properties with purchased development rights (PDR's) under the direct supervision of a Residential Appraisal Crew Supervisor.
2. Inspects residential property to gather, confirm, quantify and/or classify land characteristics; such as site utility, topographic features, view, waterfront, access, availability of utilities, etc; or improvement characteristics such as year built, style, size, number of bedrooms, number of bath rooms, construction type, 'quality', 'condition', 'effective age' etc., noting any unusual features of physical, functional and external depreciation. Inspections may include walking terrain, or through construction sites, measuring structures, making field drawings and taking photographs.
3. Locates residential real property subject to tax in assigned area using maps, aerials, legal descriptions, parcel identification numbers, addresses, permits or other documents.
4. When performing field inspections, enters data changes in a portable computer; when in an office environment enters data changes in a desktop computer.
5. Researches property sales information (terms and conditions of sale), individual property characteristics, zoning, comprehensive plans, city boundaries, UGA boundaries, utilities, topography, parcel boundaries, and structure locations, utilizing maps, aerials and field inspections in support of the creation and updating of the Assessor's mass appraisal predictive models. Assists in the analysis of the performance of the Assessor's mass appraisal predictive models, e.g. reviews ratio studies, ratio maps.
6. Communicates to property owners and general public the purpose of on-site visits, of compiling data, the assessor's role, appraisal methods, mass appraisal methods and relevant laws and regulations.
7. Assists in preparing appeal responses for presentation before either the Snohomish County Board of Equalization or the Washington State Board of Tax Appeals.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Performs the appraisal tasks associated with 'Destroyed Property' applications, Improvements to Single Family Residence exemptions, senior citizen exemptions, corrections to the assessment roll (manifests and requests for reconvenes of boards) and segregations / combinations.
9. Performs related assessment and appraisal work in a trainee capacity.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in accounting, business, finance, real estate or other field directly related to professional mass appraisal; AND, two (2) years of experience in property appraisal, construction or real estate; OR, current State of Washington Accreditation as a Real Property Appraiser and/or Certification as a Licensed Real Estate Appraiser; AND, one (1) year of experience in property appraisal; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests. Must pass criminal history background investigation.

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 or obtain within twelve (12) months Real Property Accreditation.

Successful completion/passing of the International Association of Assessing Officers (IAAO) Appraisal Course 101 – Fundamentals of Real Property Appraisal or approved equivalent within twelve (12) months.

Successful completion of Washington State Department of Revenue 'Fundamentals of the Assessor's Office' course' or approved equivalent within two (2) years.

Successful completion/passing of Uniform Standards of Professional Appraisal Practice course (USPAP) within three (3) years of receiving accreditation.

Periodic completion of assigned in-service training may be required.

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:

- real estate appraisal principles, procedures, laws and regulations, valuation theory
- building materials, equipment, fixtures, workmanship and general construction quality
- zoning, planning requirements for development, building costs depreciation, and possible uses of property; legal descriptions
- basic mathematical calculations
- standard office practices and procedures
- computer applications

Ability to:

- ability to get around buildings, up, down and over obstacles, into new construction, often up construction ramps, sometimes ladders, around on sites under construction with obstacles
- work independently
- type
- operate personal and/or notebook and/or “tablet computer”
- use office automation tools including but not limited to word processing and spreadsheets
- meet deadlines and cope with interruptions
- read and interpret a wide variety of technical manuals and reports, building construction plans, specifications, maps, and blueprints
- apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions
- exercise sound judgment in developing and analyzing appraisal information
- understand and execute oral and written instructions
- communicate effectively both orally and in writing
- establish and maintain effective working relationships with superiors, associates and the general public
- deal tactfully and courteously with the public
- operate standard office and field equipment, such as camera, measuring tape, and calculator
- perform arithmetic, algebraic, and geometric procedures in standard practical application

SUPERVISION

Employee receives direct supervision from a Residential Appraisal Crew Supervisor.

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WORKING CONDITIONS

The majority of the work is performed in the field 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: pre - 1980 as an Appraiser I
Previous Spec No. 361320
Revised: January 1990, February 2002, May 2004
Revised and Retitled: May 2000 as Residential Appraiser I
Revised and Retitled: March 2007 as Residential Appraiser, Trainee
Revised: May 2012
Retitled: July 2016, Residential Appraiser I, Trainee
EEO Category: 3 - Technicians
Pay Grade: 235 – Classified Pay Plan
Workers Comp: 1501 Hazardous