

**SNOHOMISH COUNTY JOB DESCRIPTION
REVIEW APPRAISER, LEAD**

Spec No. 3417

BASIC FUNCTION

Serves as a lead for the appraisal work group in Public Works. Performs highly complex professional duties including Appraisal Reviews on full and partial acquisitions, uneconomic remnants and surplus properties for county projects in accordance with USPAP, WSDOT and FHWA guidelines, and reviews the work of contract or in-house appraisers. Performs journey level appraisal of special property or property rights as necessary. Assists in administration of appraisal service contracts.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assigns monitors, and leads the work of the appraisal work group; advises, assists and trains staff as necessary.
2. Acts as a technical expert regarding appraisal for Public Works, Executive Office, Facilities Department, Parks Department and other County departments. Consults on the right-of-way aspects of projects and counsels staff on potential feasibility and alternatives to achieve real estate objectives.
3. Coordinates the appraisal efforts between the internal appraisal workgroup and consultant appraisers. Directs the selection of consultant contracts and monitors performance.
4. Reviews, pursuant to State and Federal regulations and requirements, appraisal reports for completeness and compliance with established right-of-way appraisal practices.
5. Determines whether appropriate specialists' reports have been included in the appraisal report, or whether additional specialist information is necessary.
6. 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. Prepares Determination of Value, independently establishing Just Compensation for each appraisal report reviewed.
7. Coordinates with the assigned prosecuting attorney and Right-of-Way Supervisor on eminent domain litigation cases, preparing trial strategy and briefing witnesses. May provide expert testimony in court proceedings on appraisal or appraisal review issues.
8. Reviews appraisal report market data for relevance, researches additional market data where necessary.
9. Reviews appraisal reports and other information presented by property owners in rebuttal of county appraisals.
10. Performs site inspections of subject property and comparable sales in the field.
11. Prepares appraisals and project appraisal estimates for properties in accordance with USPAP, State and local regulations.
12. Prepares appraisal reviews for other county departments and public agencies as assigned.
13. Determines whether a remainder qualifies as an "uneconomic remnant", and provides support for that finding.

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STATEMENT OF OTHER JOB DUTIES

14. Performs other duties as assigned.

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 USPAP, WSDOT and FHWA 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 within thirty (30) days of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Uniform Standards of Professional Appraisal Practice (USPAP), accepted appraisal practices, principles, procedures laws and regulations;
- real property valuation theory and practice;
- 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;
- apply advanced skill in research, problem solving, and analysis to highly technical real property issues;
- prepare appraisals of complex properties;

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- exercise sound judgment in reviewing and evaluating appraisal information;
- review the work of other staff and outside consultants;
- 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 REQUIREMENTS

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 Right-of-Way 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](#)

Class Established: September 2020
EEO Category: 2 – Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt