

KITSAP COUNTY CLASS SPECIFICATION

TITLE: APPRAISER I - COMMERCIAL

DEPARTMENT: Assessor

REPORTS TO: Appraiser III - Commercial

GENERAL STATEMENT:

The incumbent is responsible for appraising commercial/industrial real property and current use properties, in accordance with State and local policies and regulations. Collects, audits and analyzes valuation data from a broad range of sources, including financial statements, income tax returns and other agencies.

Work is performed with general supervision and the incumbent has relative independence and latitude for making decisions in the selection of courses of action within established departmental policies, procedures, and objectives. Completed appraisals are reviewed and finalized by the supervisor.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Perform appraisal of commercial, industrial, multi-family, special purpose, current use, residential and vacant land properties from the field or office.

Analyze real estate transactions and business financial statements. Obtain, research and evaluate data for the income, cost and sales approaches to value.

Maintain records of commercial and current use properties including applicable sales, rents, vacancies, expenses and capitalization rates.

Respond to inquiries on general and specific real property appraisals.

Prepare and present Assessor's response to valuation appeals to the Board of Equalization and State Board of Tax Appeals.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from residential appraisal classifications by the complexity and variety of commercial property appraisals, and the assessment of current use property. This position is distinguished from higher-level commercial appraisal classifications by its lack of duties of table and schedule development relating mass appraisal and annual update.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed in an office and field environment. The incumbent is required to work outside and drive in inclement weather and walk on all types of terrain while conducting field inspections of new or existing structures. The ability to bend, stoop, and climb steps is necessary to complete the assigned work. Incumbent may be exposed to unrestrained animals when performing field work. The ability to operate a computer, perform data entry/retrieval, and read maps and legal descriptions is required. Substantial contact with the public requires that the incumbent have the ability to communicate effectively.

KNOWLEDGE AND ABILITIES:

Considerable knowledge of: Mass and individual appraisal methods and theory for commercial, industrial, multi-family, residential, vacant land, special use and current use properties.

Knowledge of: Real property assessment, valuation, building and zoning codes and taxation principles, processes and terminology, basic accounting practices. Washington State Property Tax Code. Statistical analysis. Map reading and legal descriptions. Basic math. General construction procedures. Appraisal procedures and techniques and those factors which affect value. Computer operation, including word processing, spreadsheet applications and data base management.

Ability to: Work with a minimum of supervision and effectively prioritize work. Apply various appraisal principles and techniques to arrive at an equitable and supportable assessed value. Establish and maintain good public relations. Exercise good judgment in analyzing appraisal information. Adhere to IAAO code of ethics.

QUALIFICATIONS:

Graduation from an accredited high school or G.E.D. is required. Three years of computer-assisted mass appraisal or assessment experience is required; or any equivalent combination of experience, education and training which provides the applicant with the desired skills, knowledge and ability required to perform the work. Must be proficient with a computer. College degree with business emphasis or additional related financial analytical and auditing skills is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Must have successfully completed IAAO Course 102 or equivalent.

Washington State Real Property Assessment Accreditation or equivalent is required per RCW 36.21.015.

May be eligible for promotion to Appraiser II – Commercial upon meeting the minimum requirements for that position.

Must have a vehicle available for daily use. Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position. 0906LLF Appraiser1ComJob