

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** APPRAISER I – RESIDENTIAL

**DEPARTMENT:** Assessor

**REPORTS TO:** Appraiser III – Residential

### **GENERAL STATEMENT:**

The incumbent is responsible for appraising all types of non-commercial property including acreage, waterfront, residences and other structures.

Work is performed with limited 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:

Locate parcels of land according to legal description.

Inspect property; ensure that records are accurate; classify improvements and determine amount of depreciation for improvements as reflected by condition of building and market data.

Assist in the conduct of rechecks.

Conduct valuation of property based on sales and cost approaches. Maintain records of work performance and reviews completed assignment with supervisor.

Assist in the preparation and presentation of assessor's answers to petitions to the Board of Equalization and the state Board of Tax Appeals.

Enter, retrieve, and update data in County databases.

Handle taxpayer complaints and questions.

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.

May be required to work over 40 hours in a workweek.

#### Other Job Duties:

Perform other work as required.

**DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from the entry level Appraiser Assistant classification by the higher level of knowledge of appraisal practices and office procedures, and the requirement to be able to work with minimal supervision. The classification of Appraiser II is considered the full journey level.

**WORKING CONDITIONS/PHYSICAL ACTIVITY:**

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 fieldwork. 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:**

Knowledge of: Map reading and legal descriptions. Camera operation. Basic math. General construction procedures. Appraisal procedures and techniques used to arrive at property values and those factors which affect value. Computer operation.

Ability to: Work with a minimum of supervision. Organize work. Apply various appraisal principles and techniques to arrive at an equitable and supportable assessed value for property. Increase knowledge of appraisal practices and procedures. Exercise good judgment. Establish and maintain good public relations. Adhere to IAAO code of ethics.

**QUALIFICATIONS:**

One year of appraisal experience in: (1) transactions involving real property, (2) appraisal of real property, (3) assessment of real property OR a combination of the three.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Washington State accreditation for real property appraisal is required prior to appointment or certification (RCW 36.21.015).

May be eligible for promotion to Appraiser II - Residential upon meeting the minimum requirements for that position and receiving successful performance evaluations (score of 3.5 or better).

Must have an operating 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.**