

KITSAP COUNTY CLASS SPECIFICATION

TITLE: APPRAISER II - RESIDENTIAL

DEPARTMENT: Assessor's Office

REPORTS TO: Appraiser III - Residential

GENERAL STATEMENT:

The incumbent is responsible for appraising residential real property in accordance with policies and statutes set by the State of Washington and the collection and analysis of appraisal data from a broad range of sources, including other agencies.

Work is performed under general supervision and the incumbent has relative independence and latitude for exercising independent judgment in the selection of courses of action within established departmental policies, procedures, and objectives. Work is reviewed through meetings, reports and conferences for accuracy, timeliness and conformance to policies and procedures.

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 and appraise real property; verify accuracy of records.

Conduct a full valuation of property based on sales and cost approaches; review technical aspects of appraisal assignments with supervisory staff and suggest solutions to complex appraisal problems.

Maintain records of work performance and assist in reviewing completed assignments.

Assist in the training of new appraisal staff.

Obtain appraisal data from a broad range of sources, including other agencies.

Prepare and present Assessor's responses to petitions to the Board of Equalization and the State Board of Tax Appeals.

Operate a computer and photographic cameras in the performance of duties.

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 related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from lower level Appraiser positions by the broad appraisal knowledge required and the performance of training duties. The position is distinguished from higher-level positions by its lack of supervisory duties. The classification of Appraiser II is considered the full journey level.

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 doing field inspections. 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 and perform data entry and retrieval is required. The ability to 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 and those factors which effect value. Washington State Property Tax Code. 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 real property. Exercise good judgment in analyzing appraisal information. Establish and maintain good public relations. Adhere to IAAO code of ethics.

QUALIFICATIONS:

Graduation from an accredited high school or G.E.D. is required. Three years of appraisal or assessment experience is required, two of which is directly related to the public sector real property assessment; 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. Successful completion of IAAO Course I and 300 or equivalent is required.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

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

Must be proficient with a computer.

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.