

KITSAP COUNTY CLASS SPECIFICATION

TITLE: APPRAISER II - COMMERCIAL

DEPARTMENT: Assessor

REPORTS TO: Appraiser III - Commercial

GENERAL STATEMENT:

The incumbent is responsible to work as a member of a team to create and maintain mass appraisal models for commercial and special use real property, in accordance with State and local policies and regulations. May also administer or assist with current use assessment.

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, guidelines, procedures, and objectives. Work is 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:

Calibrate and specify mass appraisal models for land, cost, income, and sales approaches.

Evaluate mass appraisal performance with statistical analysis.

Prepare restricted appraisal reports.

Collect, verify, categorize, analyze, audit, code, store, and retrieve appraisal data.

Correlate and reconcile values from the cost, income, and sales approaches.

Compute trending factors for annual adjustment.

Identify and maintain commercial property characteristics.

Discover and report personal property.

Process current use applications, removals, and withdrawals.

Correspond with and provide customer service to the public.

Prepare responses for and testify at assessment appeal hearings.

Draft procedures, interpret policies, and explain decisions and methods.

Lead project teams and train other staff members.

Update web site content.

Coordinate and review the work of support personnel.

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 for work over 40 hours in a work week.

Other Job Duties:

Perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is the journey level for commercial mass appraisal. It is distinguished from Appraiser I - Commercial classification by the complexity and variety of work and the Appraiser III – Commercial by the lack of supervisory duties. It differs from the Appraiser II – Residential classification by the variety of property types appraised, focus on financial and statistical analysis, requirement to produce and maintain detailed reports and documentation, responsibility for appraisal model specification and calibration, extensive use of personal computer business applications, and minimal field work.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed in an office. On occasion when performing site visits, the incumbent may be working and driving in all types of weather. The ability to bend, stoop, climb steps, and walk on rough terrain is required. There is also the possibility of exposure 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, both orally and in writing.

KNOWLEDGE AND ABILITIES:

Knowledge of: Mass and individual real property appraisal. Real and current use property assessment and valuation. Building and zoning codes. Taxation principles, processes, and terminology. Accounting practices. Washington State real property assessment statutes. Statistical tools, multiple regression analysis, and database query language. Reading maps and legal descriptions. Computer operation, including word processing, spreadsheet applications, and data base management.

Ability to: Work with a minimum of supervision, plan and effectively prioritize work, and complete projects within prescribed time frames. Apply various mass and single property appraisal principles and techniques to arrive at an equitable and supportable assessed value. Use office automation tools, CAMA systems, and personal computer business applications. Make prudent and judicious decisions based on incomplete information. Establish and maintain cooperative, effective, and productive workplace relationships using tact, patience, and courtesy. Adhere to IAAO code of ethics.

QUALIFICATIONS:

Graduation from an accredited high school or G.E.D. is required. Four years of real property appraisal or assessment experience, of which at least one year is directly related to commercial real property or current use 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. Must have strong personal computer skills. College business degree with a business emphasis is desirable. Related financial, analytical and auditing skills preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Prior to hire:

IAAO Course 102 *Income Approach to Valuation*, or equivalent.

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

Within one year of hire, must complete one of the following:

IAAO Course 112 *Income Approach to Valuation II*, or equivalent, or

IAAO Course 312 *Commercial/Industrial Modeling Concepts*, or equivalent

During course of employment, must:

Maintain Washington State Real Property Assessment Accreditation or equivalent (RCW 36.21.015).

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.