

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** APPRAISER III - COMMERCIAL

**DEPARTMENT:** Assessor

**REPORTS TO:** Chief Deputy Assessor

**SUPERVISES:** Appraiser Assistant, Appraiser I & II - Commercial

### **GENERAL STATEMENT:**

The incumbent is responsible for planning, organizing, developing, and directing all operations of the commercial appraisal department. The activities of this department include the cyclical physical appraisal and inspection of all commercial and industrial property, listing and valuation all commercial new construction, responding to public inquiries, performing annual updates of commercial property valuations, preparation of answers to appeals, assessment of current use properties, and the assessment of destroyed property and exempt property.

Work is performed with limited supervision and the incumbent is expected to exercise initiative and judgment in carrying out assignments according to state statutes and established departmental standards, policies and procedures. The incumbent is responsible for making decisions which require the application of general policies to specific situations which may have far reaching impacts. Work is reviewed by the Chief Deputy Assessor through reports, meetings, and conferences, and evaluated for results obtained and fulfillment of departmental objectives.

**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:

Supervise all commercial appraisers. Recommend employees for hire, promotion, or disciplinary action. Evaluate the performance of staff. Establish training procedures and schedules for development of appraisal. Direct periodic staff meetings.

Determine overall detailed plan for completion of commercial revaluation program within the time frame mandated by state law and departmental policy.

Review and make decisions on unusual or difficult appraisals. Establish policies and procedures for commercial/industrial properties, current use assessment.

Assign work load to commercial appraisers. Monitor progress to assure timely completion.

Direct commercial new construction assessment program. Coordinate with municipalities as necessary to ensure adequate collection of permit data.

Handle taxpayer complaints and attempts resolution through explanation of appraisal and assessment processes. Respond to inquiries from the public concerning any phase of residential, commercial, industrial and current use assessment.

Direct the preparation of responses to all formal and informal appeals of the valuations of residential, commercial, industrial and current use property. Approve answers to petitions to the Board of Equalization and the Washington State Board of Tax Appeals.

Prepare or review special reports and appraisals relating to destroyed property, new construction, or other assignments.

Speak to community groups about valuation issues and the activities of the Assessor's Office.

Develop computer procedures to enhance work performance.

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 required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Appraiser III - Commercial is distinguished from lower level Appraiser positions by its supervisory responsibilities, program direction and coordination duties, multi-discipline level of required knowledge and skill, as well as the authority and decision-making responsibilities required of an employee in this position.

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment with occasional travel to off-site meetings or property inspections. The incumbent must have the ability to review maps and legal descriptions, communicate effectively with all types of people, and utilize a personal computer.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Real, current use, and personal property assessment, valuation, and taxation principles, processes, and terminology. Washington State Property Tax Code. Statistical analysis. Computer operation including word processing, spreadsheet and database applications. Principles of supervision, training, and performance evaluation.

Ability to: Apply effective principles of supervision, which includes planning, directing, motivating, and evaluating the work of subordinates. Provide organizational leadership. Interpret and analyze appraisal and statistical data. Establish and maintain good public relations. Train personnel in all aspects of the assessment process. Read and understand maps, legal descriptions, and appraisal manuals. Understand and apply direct capitalization, internal rate of return, cash flow to price capitalization and discounted cash flow analysis. Analyze financial statements and income tax returns. Adhere to IAAO code of ethics. Understand and apply appropriate appraisal principles and techniques. Identify problems and take immediate action to resolve problems. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships with co-workers, public, realtors, etc. Design and generate documents or reports utilizing computer systems. Make appropriate decisions and ask for guidance as necessary.

**QUALIFICATIONS:**

Graduation from an accredited high school or G.E.D. is required. Five years of real property appraisal experience is required, three of which is directly related to commercial real property, is required; or any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities. Must be proficient with a computer. One year of experience managing projects and people including selection, training, evaluation, and development of goals and objectives is required. A college degree from a college or university accredited by an agency recognized by the US Department of Education, with business emphasis, is desirable. Related financial, analytical and auditing skills preferred.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Must have successfully completed IAAO courses 102 and 300 or equivalent.

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

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 being appointed to this position.**