

KITSAP COUNTY CLASS SPECIFICATION

TITLE: APPRAISER III – RESIDENTIAL

DEPARTMENT: Assessor

REPORTS TO: Appraiser IV

SUPERVISES: Appraiser Assistant, Appraiser I - Residential, Appraiser II – Residential

GENERAL STATEMENT:

The incumbent is responsible for planning, organizing, and directing operations within an assigned residential appraiser section. The activities of this section include the physical inspection and appraisal of one-sixth of all non-commercial property each year, performing annual statistical updates of the remaining five-sixths of non-commercial property valuations as required, responding to public inquires, preparing and reviewing answers to appeals and making validation decisions regarding residential property sales.

Work is performed under general direction and the incumbent is expected to exercise initiative and judgment in carrying out assignments according to statutes and established departmental standards, policies and procedures. The incumbent is responsible for making decisions that require the application of general policies to specific situations which may have far reaching impacts. Work is reviewed 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 and train the non-commercial appraisers within an assigned area. Recommend employees for hire, promotion, or disciplinary action. Evaluate the performance of staff.

Determine overall detailed plan of completion for non-commercial revaluation program within the time frame mandated by law.

Assign work to residential/non-commercial appraisers. Monitor progress to assure timely completion.

Review and make decisions on unusual or difficult appraisals. In conjunction with other section supervisors, establish policies and procedures for all non-commercial valuation.

Handle taxpayer complaints and attempt resolution through explanation of appraisal and assessment processes. Respond to inquiries from the public concerning any phase of residential property taxation and assessment.

Direct the preparation of Assessor responses to all formal and informal appeals of the valuations of property. Review responses to petitions to the Board of Equalization and the Washington State Board of Tax Appeals.

Review real property sale transactions for validity, design and perform ratio and other statistical studies to determine the amount of global adjustments necessary to achieve the desired levels of assessment within neighborhoods and/or other stratifications of residential real property.

Design and use ratio studies and productivity reports to monitor performance of subordinate appraisers and to identify training needs.

Compare nationally published building cost data to local construction costs to determine the need and amount for any local adjustments.

Review technical aspects of appraisal assignments with appraisal staff and approve solutions to complex problems.

Perform field inspections to verify land and building characteristics, and to add newly constructed improvements to the tax roll as time permits in relation to supervisory 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 required.

DISTINGUISHING CHARACTERISTICS:

The Appraiser III is distinguished from lower level Appraiser positions by its supervisory responsibilities, program direction and coordination duties, level of required knowledge and skills, as well as the authority and decision-making responsibilities required of an employee in this position. This position is distinguished from the higher level Appraiser IV position by its supervision of a smaller staff.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed in an office and field environment with some travel to off-site meetings. The incumbent is required to work outside and drive in inclement weather. The incumbent must be able to walk on all types of terrain. The incumbent may also be exposed to unrestrained animals when performing fieldwork. Adequate vision is required to review valuations. The ability to communicate effectively with all types of people and use a computer is required.

KNOWLEDGE AND ABILITIES

Considerable Knowledge of: All facets of non-commercial mass appraisal and assessment.

Knowledge of: Real property assessment, valuation, and taxation principles, processes, and terminology. Washington State Property Tax Code. Statistical analysis. Computer operation including current word processing, spreadsheet, database, and operating system applications. Principles of supervision, training and performance evaluation. Map reading and legal descriptions. Basic math. General construction procedures.

Ability to: Apply effective principles of supervision which includes planning, directing, motivating, and evaluating the work of subordinates. Solve complex technical problems. Interpret and analyze appraisal and statistical data used in measuring levels of assessment and uniformity. Establish and maintain good public relations. Adhere to IAAO code of ethics. Understand and apply appropriate appraisal principles and techniques. Read and understand maps, legal descriptions, and appraisal manuals. 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 a computer assisted mass appraisal system and other generic software as necessary.

QUALIFICATIONS:

Graduation from an accredited high school or G.E.D. is required. Five years computer-assisted mass appraisal experience is required, with at least four years experience which is directly related to real property tax assessment, and completion of IAAO course 300 or equivalent, is required; or any equivalent combination of training and/or experience which provides the required knowledge and abilities. One year of experience managing projects and people including selection, training, evaluation, and development of goals and objectives is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Must have successfully completed IAAO course 300 or equivalent.

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.