

## **KITSAP COUNTY CLASS SPECIFICATION**

**TITLE:** APPRAISER ASSISTANT

**DEPARTMENT:** Assessor

**REPORTS TO:** Appraiser III

### **GENERAL STATEMENT:**

This is an entry level training position. Under the supervision of the crew chief, the Appraiser Assistant learns to locate properties and to gather the information required for the valuation of residential property, and also assists other appraisers and works under their direction.

Work is performed under direct supervision and the incumbent has limited 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 property from Assessor's maps; read maps and legal descriptions.

Inspect property, ensure that records are accurate.

Collect and record data pertaining to new structures, additions, and remodels.

Use computer terminal or personal computer for data entry and retrieval.

Learn appraisal methods and techniques best suited to particular properties and conditions.

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.

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

Work is performed in an office and independently in a field environment. When conducting field inspections, may be exposed to a variety of weather conditions, unrestrained animals, and upset/angry property owners. The incumbent is required to travel to sites and walk on all types of terrain, bend, stoop, and climb steps while performing field inspections. The ability to operate a computer and perform data entry and retrieval is required. Adequate vision is required to read maps and legal descriptions and view property being appraised. Substantial contact with the public requires that the incumbent have the ability to communicate effectively.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: Basic math. Camera operation. Office machines and equipment, including the use and care of personal computer, related peripheral equipment and program software. Familiarity with county road system. Familiarity with construction practices and terminology.

Ability to: Learn the County organization and procedures. Learn to read legal descriptions. Organize work. Travel to properties around the County. Work outdoors in all types of weather. Work with minimum supervision. Learn appraisal procedures. Neatly and legibly record data. Exercise good judgment. Establish and maintain good public relations. Maintain an on-going program of self-education. Adhere to IAAO code of ethics. Establish and maintain good working relationships with fellow employees, supervisors and the public.

**QUALIFICATIONS:**

Appraisal experience, real estate experience, knowledge of construction practices and terminology, experience working with the public, and computer proficiency is desirable.

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.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Must pass State of Washington Real Property Assessment Certification Examination within one year of hiring. (After 6 months training and State Certification, may be eligible for promotion to Appraiser I.)

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