

COMMERCIAL APPRAISAL SPECIALIST

Commercial Appraisal Specialists perform highly complex appraisals of light industrial (manufacturing), commercial (retail, office), vacant land, and multi-family properties for valuation purposes in accordance with Washington State statutes. This position handles typical commercial valuation functions, and has Lead worker responsibility for overseeing the annual updating process for commercial properties.

CLASSIFICATION DISTINCTIONS

Incumbents in this classification are expected to perform independently, research and make recommendations for policy and procedural changes and improvements. Considered the experts in their specialty area, Commercial Appraisal Specialists work closely with the Industrial Appraiser and Personal Property Appraiser to ensure proper accounting for an industry's personal and real properties.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Conducts field inspections of light industrial, commercial, and multi-family properties.
- Interacts with corporate tax representatives and analyzes company property tax filings, asset listings, profit/loss statements, balance sheets and rental and expense information.
- Conducts statistical studies to determine and adjust assessment levels to market value.
- Applies Washington State personal property laws.
- Conducts detailed and complex research in preparation for Board of Equalization appeals; prepares narrative appraisal reports in response to appeals; handles the most complicated cases being appealed with the Board of Equalization.
- Provides training to entry level appraisers and occasionally coordinates appraisal projects.

QUALIFICATIONS

Education and Experience:

A bachelor's degree with major course work in business administration, real estate, appraisal, economics, accounting, or a related field and at least three years prior appraisal experience, at least one of which includes an emphasis on commercial appraisal.

Knowledge of principles and practices of appraisals and assessments; business practices applicable to employees interacting with clients away from the work place; commercial and industrial real and personal property market dynamics; statistical methods and mathematics; various computer applications, including data base, spreadsheets, and word processing; laws, regulations and institutional standards affecting appraisal processes.

Ability to apply appraisal principles and techniques to property inspections; read and interpret blueprints, maps and property descriptions; research, analyze and determine appraisal information; train others in standard procedures and appraisal principles establish and maintain effective working relationships with clients, co-workers and others encountered in the course of the work.

Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

Possession of a valid Washington State Motor Vehicle Operator's license is required as a condition of employment within 60 days of employment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents work in an office setting and in the field. Essential tasks include appraisal inspections requiring that the appraiser be able to drive a vehicle to remote county locations and walk around properties that may be under construction. Bending, crawling, treading on elevated walkways, climbing ladders, walking on uneven surfaces, inspecting machinery, and measuring property are essential requirements of inspecting properties. Essential tasks within the office involve use of the telephone, personal computers and on-line terminals.

Created: 08/2008