

REAL PROPERTY APPRAISER III

Real Property Appraisers III are responsible for appraising residential properties for valuation purposes in accordance with Washington State statutes, conducting sales data analysis and research, annual adjustments, preparation and presentation of cases to the Board of Equalization.

CLASSIFICATION DISTINCTIONS

This classification is the journey level, fully functioning real property appraiser; the third level in the appraiser job family. At the Appraiser III level, incumbents are expected to perform with considerable independence within the established standards and to make recommendations for unique or unusual situations. Additionally, appraisers at this level may train lower level appraisers and may coordinate appraisal projects.

At the first level, appraisers are being trained in the principles and practices of the appraisal process; following two years of experience at the first level, appraisers advance to the second and work on increasing and expanding appraisal skills. The third level is distinguished from the first and second in the extent of independence, complexity of appraisals and appeals and in the potential for training others and coordinating projects.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Collect, analyze and verify property sales information; conduct sales research to determine valid market transactions; establish benchmark sales; evaluate cost tables to develop market based cost modifiers.
- Independently, or while training lower level appraisers, physically inspect all properties in the revaluation cycle to verify property characteristics and make and document modifications as necessary.
- Apply statistical appraisal methods in conducting mass appraisals; evaluate sales quality; conduct analyses of sales and correlations; review value changes with audit reports.
- Primary responsibility for discovering, valuing and adding new construction to tax roll; read maps, site plans and building specifications and apply Marshall and Swift.
- Respond to the full range of property owner concerns and questions related to value; investigate, determine and initiate corrections; provide written responses.
- Conduct detailed and complex research in preparation for Board of Equalization appeals; handle the most complicated cases being appealed with the Board of Equalization.

- Provide training to entry level appraisers and occasionally coordinate appraisal projects.
- Handle specialized appraisal projects such as demolitions, combinations and segregations and special assessments.
- Perform related property appraisal work.

QUALIFICATIONS

Education and Experience:

A bachelor's degree with major course work in business administration, market analysis, appraisal, economics or a related field and three to five years prior appraisal experience. Department of Revenue accreditation and Real Property Appraiser Competency must be achieved within six months of appointment.

Knowledge of principles and practices of appraisal including mass appraisal and new construction; business practices applicable to employees interacting with clients away from the work place; establishing and determining values; statistical methods and mathematics; principles of new construction including building materials; various computer applications, including data base and word processing; laws, regulations and ordinances 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.

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 personal vehicle to remote county locations and walk around properties that may be under construction. Bending and measuring property is an essential requirement of inspecting properties. Essential tasks within the office involve use of the telephone, personal computers and on-line terminals.

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Office use: 6/22/00