**SAN JUAN COUNTY**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>CLASSIFICATION:</th>
<th>Appraiser (occupational group #1)</th>
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<tbody>
<tr>
<td>PAY RANGE:</td>
<td>Appraiser Apprentice – Range H-4</td>
</tr>
<tr>
<td></td>
<td>Appraiser I – Range H-6</td>
</tr>
<tr>
<td></td>
<td>Appraiser II– Range H-9</td>
</tr>
<tr>
<td>BARGAINING UNIT:</td>
<td>Local 1849</td>
</tr>
</tbody>
</table>

**Position Title:** Appraiser I or II  
**Date:** March 2012

**Reports to:** Assessor  
**Department:** Assessor

**FLSA Status:** Non-exempt  
**Positions Supervised:** None

**BASIC FUNCTIONS:**

**Appraiser I:**
Performs real property appraisals of residential properties for tax assessment purposes using generally accepted appraisal methods; engages and educates the public on a regular basis regarding the appraisal process and ad valorem taxation; maintains knowledge of relevant legislation; maintains quality of appraisals and coordinates with other appraisers to ensure overall equity and uniformity of the work product; adheres to professional standards and ethics including USPAP (Uniform Standards of Professional Practice); represents the Assessor at Board of Equalization and Board of Tax Appeal hearings. Work is performed under the supervision of the Chief Appraiser, the guidance of senior appraisers, and the general supervision of the Assessor. Work is reviewed for quality, consistency, and accuracy.

**Appraiser II**
Performs all duties of Appraiser I and, in addition, appraises more complex residential and commercial properties using the income approach to value where relevant; researches, confirms and analyzes county-wide sales data; develops land models. Work is performed independently with supervision from Chief Appraiser and general supervision of the Assessor.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION**
   **Appraiser I**
   - **Required**: Associate Degree or equivalent
   - **Preferred**: Basic educational courses specializing in real estate and appraisal subjects.

   **Appraiser II**
   - **Required**: Bachelor Degree or equivalent
   - **Preferred**: Advanced educational courses specializing in real estate and appraisal subjects

2. **REQUIRED EXPERIENCE**
   **Appraiser I**: One to two years appraisal experience

   **Appraiser II**: Two to four years progressively responsible experience at the level equivalent to Appraiser I

3. **CERTIFICATIONS, LICENSES, REGISTRATIONS**
   **Appraiser I**
• Must have successfully completed the examination for the International Association of Assessing Officers (IAAO) Course I, Fundamentals of Real Property Appraisal (or equivalent examination) and a State of Washington Real Property Assessment Accreditation Certificate from the Department of Revenue.
• Must have the ability to earn 15 credit hours of related appraisal courses approved by the Department of Revenue every two years to maintain Washington State Accreditation.
• Must have a good driving record and possess, or be able to obtain within 6 months of employment, a valid Washington State Driver's License.

**Appraiser II**

• Must have successfully completed USPAP and Course I and Course II of the International Association of Assessing Officers (IAAO or equivalent exam).
• Must be an accredited appraiser and possess, or be able to obtain within 12 months of employment, a State of Washington Real Property Assessment Accreditation.
• Must have a good driving record and possess, or be able to obtain within 6 months of employment, a valid Washington State Driver's License.

**NOTE:** Individuals who meet all the qualifications except the requirement for accreditation may qualify as an Appraiser “Trainee”. A “Trainee” must obtain accreditation within two years of employment to maintain employment eligibility in this classification. Individuals employed as “Trainees” will be compensated according to the approved “Trainee” pay schedule.

4. **PRINCIPAL DUTIES (Bullet designates essential function)**

**Appraisers I and II**

• Physically inspect property to be valued including new construction; measure structures, determine quality of construction and condition of improvements
• Collect and analyze market information and apply generally accepted appraisal methods and practices to determine fair market value of properties; maintain equity among all properties being valued
• Review building permits, zoning regulations, conservation easements, aerial photos, plat maps, topographical maps, legal descriptions, and other office records to ascertain factors that may affect values; classifies improvements; applies values to accessory improvements
• Prepare and present appraisal information in response to appeals of value to County Board of Equalization and State Board of Tax Appeals
• Perform variety of office functions including entering data in appraisal software system; record, file, confirm, and analyze property information; generate correspondence resulting from public inquiries
• Process administrative changes to property values caused by boundary line modifications, land divisions, consolidations, conservation easements, changes in special program status, or other changes affecting value
• Maintain basic understanding of the special programs administered by the Assessor’s office including the senior exemption and deferral programs, current use, open space and designated forest land programs; perform on-site inspections to determine compliance with special programs
• Develop and maintain effective working relationship with the public, supervisors, coworkers, and other county employees
• Work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.
• Other duties as assigned.

**Appraiser II**

In addition to the above duties:
• appraise more complex residential and commercial properties
• research sales and pending sales data utilizing questionnaires and interviews with buyers, sellers, brokers and other market participants
• assist in training new appraisers

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

5. KNOWLEDGE AND SKILLS

Knowledge of:
• Appraisal concepts including generally accepted appraisal methods and practices
• GIS concepts and methods, including the theories, principles, and practices related to GIS mapping, and land use planning and development
• Principles and practices of public administration, municipal finance, statistical analyses, and technology
• Geography and development patterns of San Juan County and its surroundings

Ability to:
• Demonstrate a high level of competency in general math and algebra
• Use standard office software packages, including Microsoft Word and Excel
• Easily learn proprietary appraisal and financial software programs
• Understand and develop statistical models of factors affecting fair market value
• Perform complex research and analysis to develop defensible opinions of fair market value
• Complete work assignments efficiently, accurately and within established time frames, working independently and cooperatively
• Listen to and communicate effectively with citizens and staff with varying educational backgrounds and values, being able to communicate complex information in layman's terms; verbal and written communication skills required
• Establish and maintain effective working relationships with management, other county agencies and departments, real estate professionals, and the general public
• Acquire knowledge and keep current of new appraisal trends through continuing education, seminars, trade journals, and professional organizations

PHYSICAL AND MENTAL REQUIREMENTS:

Visual acuity sufficient to obtain a driver's license as well as reading small text and computer screens. Hearing sufficient to understand normal human speech, as well as ability to filter out conversation in local vicinity while maintaining a separate conversation. Walks up to six hours a day. Traverses steep, rocky, slippery, gravelly terrain for long distances while carrying a 25# backpack. Climbs steep and long flights of stairs. Ability to lift and manipulate 20# map books and occasionally lift 25# Mylar books. Sits in an office chair at a desk or computer terminal up to eight hours a day. Often intermittently sits in a vehicle for up to six hours a day. Performs inspections in temperatures ranging from 20-95 degrees Fahrenheit. Travels in a boat or small plane. Requires continuous hand and finger movement up to eight hours.

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
<td>2</td>
<td>Daily x</td>
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<tr>
<td>Calculator</td>
<td>4</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>6</td>
<td>Monthly x</td>
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<tr>
<th>Item</th>
<th>Quantity</th>
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<td>Camera, video camera</td>
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<tr>
<td>Moped</td>
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**WORKING CONDITIONS:**
Work is performed in a normal office environment 65% of the time. Requires the remaining 35% of the time spent in the field conducting physical inspections. May encounter hazardous situations related to adverse weather, dangerous animals, being on construction sites and in dilapidated buildings, drug operations, and encountering upset members of the public. Each appraiser has access to a cell phone for communication while in the field. Extensive travel to assigned revaluation area using a combination of commercial flights and/or driving county vehicles, county boat, and infrequent use of mopeds.