Position Title: Appraiser III
(Current Use Specialist/Sales Analyst)

Reports to: Assessor

FLSA Status: Nonexempt

Position Title: Appraiser III

Department: Assessor

Date: August 23, 2011

FLSA Status: Nonexempt

BARGAINING UNIT: Local 1849

San Juan County
Position
Description

Classification: Appraiser III
Pay Range: H-10
Occupational Group: 1
Bargaining Unit: Local 1849

Basic Function: Independently manages real property tax exemption programs under RCW 84.34 and RCW 84.33 (Forest Land, Timber Land, Open space and Agriculture). Performs site inspections and sales analyses to determine the fair market value of real property in San Juan County. Provides market, cost, and income-related valuation data for appraisals performed, and represents the County as an expert witness before the County Board of Equalization and the State Board of Tax Appeals in defending removals from special assessment programs and reflecting market values contained in appraisals.

Minimum Qualifications: Bachelor degree or equivalent specializing in appraisal studies; current or prior professional appraisal designation and a minimum of two years progressively responsible experience at the level equivalent to Appraiser II; or any equivalent combination of education and experience which demonstrates the ability to perform the essential functions of the job. Must have passed Course I and Course II of the International Association of Assessing Officers (IAAO) or equivalent exam and possess a State of Washington Real Property Assessment Accreditation, have a good driving record and possess or be able to obtain within 6 months of employment, a valid Washington State Driver’s License.

Principal Duties - Asterisk designates essential function:

*1. Conducts on-site inspections of properties enrolled in Current Use Farm & Agriculture, Current Use Timber, Open Space and Designated Forest Land and compares field observations of land management practices with management plans and current use agreements to determine compliance.

*2. Reviews IRS schedules, farm leases, farm income receipts, Forest Practices Permits, Forest Excise Tax Receipts, and aerial photographs to assist with determinations of compliance for special assessment.

*3. Clarifies and interprets complex State laws and County policies and ordinances. Tactfully handles conflicts, argumentative taxpayers and makes critical decisions affecting taxable status of classified properties.

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*5. Prepares and presents information supporting conclusions to remove non-compliant properties for Board of Equalization and Board of Tax Appeals hearings.


*7. Plans, organizes and coordinates the appraisal of all Current Use properties: Conducts unscheduled on-site inspections to determine characteristics of land and improvements of tax parcels within the assigned revaluation area(?) whether developed or undeveloped; rural, urban or suburban; residential, commercial or non-profit; taxable or nontaxable. Appraises more complex properties utilizing the three approaches to value; direct comparison, cost, and/or income capitalization. Collects information from property owners and contractors in sometimes confrontational situations.

*8. Communicates closely with the Treasurer’s Office, title companies, realtors, attorneys, financial institutions, and property owners regarding the continuance or removal of properties from special assessment classifications upon sale or transfer of title.

*9. Researches sales information through questionnaires and interviews with buyers and sellers, as well as realtors, brokers, and bankers. Performs mathematical analyses of sales data to develop appraisal methodology for current fair market valuation of parcels within the annual appraisal inspection area.

*10. Responds verbally and/or in writing in sometimes confrontational situations to taxpayer, realtor, appraiser or banker inquiries regarding sales, assessments, exemptions, deferrals, ownership, boundaries, parcel and assessment history, appeals procedures, chains of title, statutes and administrative rules.

*11. Performs routine revaluation and new construction appraisals.

*12. Prepares complex valuation appeal reports and defends assessments, exemptions, and deferrals before the Board of Equalization and the State Board of Tax Appeals.

*13. Analyzes maps, deeds of title, legal descriptions, plat CC&R’s, conservation easements, County and Town zoning, planning and building regulations, legislative statutes and other documents to determine effect upon property values.

*14. Measures structures, digitally enters accurate improvement diagrams, calculates square footage, determines quality ratings and levels of depreciation of buildings, and inventories all characteristics pertinent to value as well as conducts interviews with contractors, suppliers, consultants and building inspectors to determine construction costs and costs-to-cure improvement deficiencies.
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*15. Ability to use computers in a network environment: Perform spreadsheet analysis (including data analysis) using software such as Excel, Access, etc., interpret data and draw supportable conclusions, use word processing software to write reports and maintain documentation; use query and database applications; GIS and other applications as necessary.

*16 Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

*17. Participates in training of Appraisers I.

18. Performs other duties as assigned.

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. Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Visual acuity sufficient to obtain a driver's license as well as ability to read 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 occasional lifting of 25# mylar books. Sits in an office chair at a desk or computer terminal up to eight hours a day. Often sits in a vehicle up to four hours a day. Performs inspections in temperatures ranging from 20-90 degrees Fahrenheit. Travels in a boat or small plane. Requires continuous hand and finger movement up to eight hours per day.

**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>Maps, aerial photos, measuring tools</td>
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<td>x</td>
</tr>
<tr>
<td>Camera, video camera</td>
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<td>x</td>
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<td>Vehicle</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 on-site inspections. May encounter hazardous situations related to adverse weather, dangerous animals, dog attacks,
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construction sites, dilapidated buildings, drug operations, and encountering upset or irrational members of the public. These dangers are compounded by each appraiser being alone in the field with cell phones as the only means of outside contact. Extensive travel to assigned revaluation area using a combination of flying and/or driving and infrequent use of mopeds.