



## APPRAISER 1

**Department:** Assessor-Treasurer  
**Job Class #:** 870500  
**Pay Range:** Professional 05

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is technical work in the appraisal of real and/or personal property, to establish fair and equitable market value using methods prescribed by the appraisal profession, including Mass Appraisal modeling. An employee in this class is responsible for performing a variety of duties associated with the application of complex and diverse assessment techniques. Employees at this level are accountable for the accuracy and consistency of property values and must exercise independent judgement with regard to appraisal of a controversial nature.

**SERIES CONCEPT:** The Appraiser 1 is the first level of the Appraiser series. Work in this class is distinguished from the Appraiser 2 level by the lesser depth of responsibility required in appraisal and works under direct supervision.

### **ESSENTIAL FUNCTIONS:**

- Inspect and appraise all categories of real and/or personal property to determine values.
- Inspect properties for the purpose of gathering land and building characteristics data including quality of workmanship and materials.
- Note property and its amenities in relation to surrounding properties.
- Measure improvements, verify and record land and building characteristics.
- Draw scale plans of buildings using current office software.
- Accurately record data on field record forms.
- Analyze sales.
- Gather data for the establishment and auditing of personal property accounts.
- Assists in gathering and analyzing income and expense data on income producing properties.
- Prepare and present evidence of fair market value for hearings before the County Board of Equalization, and State Board of Tax Appeals; and, may attend hearings to present data documenting the appraisal process, and may testify as a fact and/or expert witness on behalf of the Assessor-Treasurer's Office for administrative and court cases on valuation issues.
- Respond to inquiries from the public regarding appraisal assessment procedures.
- Assist in gathering and analyzing income and expense data on income producing properties.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- May assist in the mentoring or training of subordinate appraisal staff.

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#### **OTHER JOB FUNCTIONS *continued*:**

- Perform related job functions as required by the Assessor-Treasurer.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under direct supervision, and is reviewed by higher level supervisor for adherence to program standards and procedures, and for soundness of judgment. This position does not supervise but may assist in the mentoring or training of subordinate appraisal staff.

**WORK ENVIRONMENT:** The working environment described herein is representative of those that must be met by an employee to successfully perform the essential functions. The Appraiser 1 performs appraisals throughout the Pierce County region. Field and office work is required on a routine basis. Travel by vehicle or on-foot is required, and may be over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Field work sites may include homes and/or buildings in various stages of construction, deterioration or disrepair, at construction sites and in remote locations. Work schedules may require the incumbent to work a flexible schedule, holidays, weekends and may require reporting to work in the event of emergency. Work may be subject to frequent contact with hostile property owners, builders and developers.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Other physical requirements include walking, sitting, balancing, climbing, kneeling, bending, stooping, crouching, extensive reaching, pushing/pulling, unassisted lifting and/or carrying of lightweight equipment, and adequate vision and manual dexterity required to make drawings and sketches. Travel to various work sites throughout the region may be required. Work under stress and pressure conditions during an emergency may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Real estate appraisal principles, procedures, laws and regulations.
- County building codes, regulations, ordinances, and zoning codes.
- Modern developments, current literature and sources of information in the field of appraisals.
- Assessment, appraisal software and tax computer assisted mass appraisal (CAMA) systems and current office software programs.

##### **Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use and operation of a personal computer and related software programs.
- Use of tools and equipment required to perform the job functions.
- Use of digital imaging devices, camera, scanner etc.
- Customer service techniques.
- Basic mathematical calculations.

##### **Ability to:**

- Read, understand and apply appraisal principles and techniques applicable to the work assignment.
- Read, communicate, and understand legal descriptions and appraisal manuals.

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#### **Ability to *continued*:**

- Apply basic mathematical skills and make accurate mathematical calculations.
- Prepare and present written or verbal evidence of fair market value when disputed.
- Operate and handle various office and field equipment, such as calculators, computer, imaging devices, camera, scanner, measuring tapes, etc.
- Communicate effectively, both orally and in writing.
- Prepare and submit technical reports and/or prepare documentation for court proceedings.
- Testify as a witness on behalf of the Assessor-Treasurer's Office for court cases on valuation issue.
- Utilize appropriate interpersonal and conflict resolution skills to resolve complaints and violations in professional manner, and to effectively gain cooperation and compliance.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Establish and maintain effective working relationships.
- Assist other employees in the section operations.
- Physically perform the essential job functions.
- To meet the traveling requirements of the position.

**RECRUITING REQUIREMENTS:** One or more years experience as a Real or Personal Property appraiser and be accredited by the State Department of Revenue. Additional related education or experience may substitute year-for-year for the minimum requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Successful completion of a Pierce County background investigation is required prior to employment. A valid Washington State Driver's License is required. A "Complete Driver's Abstract" issued by the Department of Licensing, demonstrating a clean driving record may be required. A safe driving record is one which shows six (6) or fewer points in the past three years. **NOTE:** If assigned to the Commercial/Industrial section must complete a basic economic course prior to appointment to this class and have a solid understanding of the industrial market and application of Mass Appraisal. If assigned to the Statistical section, must have three years of directly related real property assessment, property sales analysis, statistical analysis, or related work. College level course work or experience in statistical analysis is highly desired.