



APPRAISER 3

Department: Assessor-Treasurer

Job Class #: 870900

Pay Range: Professional 07

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. The Appraiser 3 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 appraisals of a controversial nature.

SERIES CONCEPT: Work in this class is distinguished from the Appraiser 2 level by a greater depth of knowledge and responsibility required for appraisal of residential, commercial, and/or personal properties, and/or statistical modeling. The Appraiser 3 level may perform as a lead and conduct quality control of team members' work and/or area of work.

ESSENTIAL FUNCTIONS:

- Responsible for Mass Appraisal of properties that may include: Residential, Commercial, and/or Personal Property.
- Selects and applies any combination of complex appraisal techniques applicable and necessary to the accuracy and defensible determination of property values.
- Collects and analyzes income/expense data and uses this market-driven data to determine income capitalization rates.
- Participates in training and guiding other appraisers and trainees in their work.
- Performs extensive research and analysis of sales.
- Assists and participates in developing appraisal procedures, organizing, and completing special appraisal projects.
- If assigned to the Residential section, responsibilities may include: Team coordinator of team members, coordination and distribution of work flow, give input for performance evaluation of team members, and responsible for quality control.
- Review of appraisal assignments completed by appraiser in lower classifications.
- Prepare materials for assessment appeals 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 and assessment procedures.
- Develop and prepare on-going training for appraisal staff.
- Develops, tests, implements the Mass Appraisal models.
- If assigned to the Personal Property Section responsibilities may include: performing accounting and auditing procedures relating to personal property assessments and auditing complex and multi-faceted financial records.

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OTHER JOB FUNCTIONS:

- May track performance measures.
- May assist in interview and selection of subordinate appraisal staff.
- May perform duties of Appraiser 1 or 2 and provide assistance and direction to other appraisal team members.
- Performs other work related assignments as required by the Assessor-Treasurer.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision, and is reviewed by higher level supervisor for adherence to program standards and procedures, and for soundness of judgment. Employees at this level operate independently, consulting with a supervisor only on matters of policy or extreme controversy. This position does not supervise but may function as the lead for team members and may assist with the training and mentoring of employees.

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 3 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.
- Accounting and auditing practices and procedures relative to commercial, industrial, statistical, and/or personal property appraisal.
- Principles and methodologies of statistical analysis.

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.

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- 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.
- 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: Three or more years experience as a Real or Personal Property Appraiser including the appraisal of more complex properties and accreditation by the State Department of Revenue as a Real Property Appraiser is required. 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.