



APPRAISER SUPERVISOR

Department: Assessor-Treasurer

Job Class #: 901900

Pay Range: Professional 09

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 supervisory and technical work in the management of real and/or personal properties and/or Statistical modeling for Pierce County. An employee in this classification is responsible for supervision of subordinate appraisers assigned to designated appraisal sections such as: Commercial/Industrial, Residential, Appeals and Statistical Mass Appraisal. Work involves managing designated sections with responsibility for efficient and effective operation, incidental participation in appraisal activities of a highly complex or atypical nature, and/or statistical mass appraisal modeling. Considerable public contact is involved requiring the application of initiative and discretion in dealing with property owners.

SERIES CONCEPT: The Appraiser Supervisor is distinguished from lower level appraiser classifications by its overall responsibility for managing and supervising designated sections. Other distinguishing characteristics include participation in highly complex or atypical nature appraisal activities and/or statistical Mass Appraisal modeling.

ESSENTIAL FUNCTIONS:

- Plan, supervise and evaluate the work of subordinates in designated appraisal sections. Determine work methods and procedures, prepare work schedules and determine methods for expediting workflow and deadlines relative to established program goals and objectives; assign, review and approve the work of subordinate staff.
- Perform advanced appraisal activities using difficult and dissimilar assessment techniques such as complex industrial/commercial and manufacturing plants or complex real property appeals.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; recommend overtime, and approve leave requests; assure adequate coverage during staff absences; participate in recruitment, interviewing and hiring of staff.
- Conduct performance evaluations and develop performance measures and standards.
- Develop guidelines, train and provide assistance to appraiser staff in preparation of appeals to the Board of Equalization or the State Board of Tax Appeals.
- Train subordinates in procedures and techniques related to the work assignments. Provide technical assistance with complex or unusual appraisals. Identify training needs and coordinate appropriate training for staff
- Testify at hearings of the County Board of Equalization and for the State Board of Tax Appeals to defend appraisal conclusions and recommendations. Present data documenting and substantiating individual assessments relating to the work assignments. May testify as a witness on behalf of the Assessor-Treasurer's Office for court cases on valuation issues.
- Inspect and appraise real and/or personal properties to determine fair market value as necessary.
- Select appraisal methods and techniques best suited to particular property and conditions.
- Correlate data and complete report of final appraisal judgments.
- Prepare activity and progress reports related to the work assignment.
- Respond to inquiries from other agencies and the general public regarding procedures, regulations and legislation with reference to the assessment, listing and taxation of property.

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- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- 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 and holidays.

STATISTICAL SECTION (In addition):

- Review and analyze countywide real estate sale transactions in order to provide valid research data for assessment analysis.
- Identify revaluation program requirements for annual updating and statistical analysis. Recommend percentage changes and types of property to be affected by annual updating of property values.
- Select and prepare cost data for use in the revaluation program and the assessment of new construction. Update building cost figures by utilizing computer comparison procedures and local contractors' surveys to support or adjust published cost data.
- Identify patterns or problem areas, prepare statistical documentation to include reports and graphs, and extract and organize statistical data. Make recommendations on corrective action.
- Coordinate and monitor the implementation of the annual updating program. Maintain equalized assessments of property through yearly statistical review and adjustment of assessed values.

OTHER JOB FUNCTIONS

- May perform duties of Appraiser 1, 2, or 3.
- Perform related job functions as required by the Assessor-Treasurer.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Assessor-Treasurer and/or designee, with considerable latitude for independent judgment and action within established objectives. Work is reviewed by the Assessor-Treasurer and/or designee for technical adequacy, quality of supervision provided and effectiveness in producing results. The Appraiser Supervisor has direct supervisory authority over professional, technical and administrative personnel.

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 Supervisor typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods. Work may be performed outdoors, with exposure to all types of weather. 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 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. Walking, sitting, bending/stooping, pushing/pulling, climbing and minimal unassisted lifting associated with the job

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duties is required. 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.
- Technological advances, methodology changes, current literature and sources of information in the field of appraisals.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- 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.
- Principles and practices of effective supervision.
- 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
- Identifying employee needs and coaching them to improve professionally.
- Working with employees to develop meaningful procedural and process change.

Ability to:

- Assist in the formulation of program goals and objectives.
- Read, understand and apply appraisal principles and techniques applicable to the work assignment.
- Read, communicate, and understand legal descriptions and appraisal manuals.
- Communicate effectively, both orally and in writing.
- Prepare and present written and/or oral evidence of fair market value when disputed.
- Prepare and submit technical reports and/or prepare documentation for court proceedings.
- 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.
- Effectively advise and assist other employees in the section operations.
- Operate and handle various equipment to perform the job functions.
- Effectively persuade, inform, educate, train or solicit information from a wide variety of individuals.
- Bend, stoop, climb stairs, and walk on uneven terrain or on high narrow catwalks.
- Physically perform the essential job functions of the classification.

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- Meet the travel requirements of the position.

RECRUITING REQUIREMENTS: Four or more years experience as a real or personal property appraiser including the appraisal of more complex properties and development of income, cost, land, and market models; including two years in a supervisory/lead capacity. Must be accredited by the Department of Revenue. Additional experience and/or education may substitute equally for the position 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.