



APPRAISER IN TRAINING

Department: Assessor-Treasurer

Job Class #: 886800

Pay Range: General 19

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:

The Appraiser in Training is a training position. An employee in this classification is responsible for gathering detailed information on property characteristics that are pertinent to the final determination of value. Work of this class requires on-site review of property, contact with property owners, and general knowledge of building construction, workmanship and materials. Observation of property characteristics, measuring of improvements, and recording of data requires a high degree of accuracy. Work is performed under direct supervision, and is reviewed for adherence to program standards and procedures, and for soundness of judgement.

Special Note: The Appraiser in Training is a training position with less responsibility and limited independence. Incumbents serve a one-year probationary period (26 pay cycles which may be extended an additional 7 pay cycles). No employee shall remain in the Appraiser in Training classification past the probationary period. After six months, if an employee in the Appraiser in Training classification obtains accreditation by the State Department of Revenue as a Real Property Appraiser and consistently demonstrates the required performance and competencies as determined by the department, the employee will be promoted to the Appraiser 1 classification.

ESSENTIAL FUNCTIONS:

- Conduct property site visits for the purpose of gathering characteristic data and physical verification of business assets.
- Assist Appraisers by taking notes of property and its amenities in relation to surrounding properties.
- Measure improvements. Verify, collect, and record land and building characteristics.
- Record data accurately on field record forms.
- Draw scale plan of buildings using current office sketch software.
- Research and assist appraisers in analyzing sales, rentals, and values of comparable properties in the area.
- Assist in gathering and recording income and expense data on income producing properties.
- Assist appraisal staff in preparing of value defense for hearings before the County Board of Equalization and the State Board of Tax Appeals. May attend hearings as required.
- Maintain and update office files, appraisal records, permits, and computer data information.

OTHER JOB FUNCTIONS

- May respond to inquiries from the public regarding appraisal and assessment procedures.
- Performs other related job functions as assigned by the Assessor-Treasurer.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Real estate appraisal and assessment principals, procedures, laws and regulations.
- Construction characteristics and quality workmanship.

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- General office practices and procedures.
- Current office software programs.

Ability to:

- Conduct field inspections, record field data, and maintain current assessment records.
- Read and understand maps, legal descriptions, blueprints, and aerial maps.
- Assist in gathering income and expense data on income producing properties in the area.
- Assist in analyzing sales.
- Assist in research and collection of data for the establishment and auditing of personal property accounts.
- Assist in the preparation of value defense for hearings before the County Board of Equalization and the State Board of Tax Appeals.
- Organize and maintain computerized files, permits, and appraisal records.
- Draw sketches according to scale and perform and apply basic math calculations.
- Communicate effectively both orally and in writing.
- Operate and handle various equipment, calculators, computers and measuring tapes.
- Establish and maintain effective working relationships.
- Bend, stoop, climb stairs, and walk on uneven terrain.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

RECRUITING REQUIREMENTS

- Two or more years of work experience in real property transactions, i.e. insurance, real estate, construction, fee appraisal, professional mass appraisal or other directly related field which provides a knowledge of real property and/or personal property values and appraisal techniques.
- Must be able to obtain accreditation by the State Department of Revenue as a Real Property Appraiser and advance to Appraiser 1 within one (1) year of employment.
- Additional education or related experience may substitute for the recruiting requirements on a year for year basis.
- Must have a current and valid Washington State driver's license when appointed to position. The Appraiser in Training serves a one (1) year initial probationary period.