



APPRAISER III JOB DESCRIPTION

Job Title: **Appraiser III**

Job Code: **AS113**

Pay Grade: **121**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under general supervision, coordinates and performs a variety of technical functions for the Lewis County Assessor's Office to provide a supportable statistical basis for establishing sales trends, and sales/cost data for updating property values; compiles and analyzes property and market sales data; and performs other related duties.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides for the fair and equitable assessment of real and personal property, mobile homes and all other residential properties located within the County.
- Conducts onsite physical inspections of all property sales in assigned areas; appraises and determines the value of property.
- Identifies property land classifications; calculates land and structure area; determines the quality of component building materials, equipment, fixtures, and craftsmanship.
- Estimates the life expectancy of property improvements; assesses depreciation caused by physical deterioration and/or economic or functional obsolescence as assigned.
- Assists in appraising residential, farm, and light commercial property and valuing new construction as assigned or required.
- Responds to inquires from property owners and the general public regarding property values established and/or other appraisal related matters; refers complex issues to the Chief Appraiser or County Assessor.
- Defends appraisal work and value conclusions to property owners, tax representatives, attorneys, accountants, the Department of Revenue, Board of Equalization, State Board of Tax Appeals, and/or other courts of law as required.
- Analyzes and formulates data used by residential appraisers to establish property values; researches, verifies, and compiles market transactions and comparable sales data for use by appraisal staff.
- Develops and compiles comparable sales instrument for appraisal staff before start of revaluation commencement date.
- Prepares and maintains a variety of appraisal records and documentation; performs online date entries and calculations; assists in maintaining the departmental sales database.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking; exposure to variable weather conditions is involved.

DISTINGUISHING CHARACTERISTICS:

This is the senior level in the Appraiser job series. This class differs from the Appraiser by complexity of work assigned and the degree of independence granted.

EMPLOYMENT STANDARDS:

Associate's Degree with emphasis in economics, business, real estate and related fields; AND three (3) year's property appraisal experience.

State of Washington Real Property Assessment Accreditation and successful completion of International Association of Appraisal Officers (IAAO) courses 101 and 102 are required; completion of course 300 is required within one year of hire date, and courses 311, 312 and Land Modeling using SPSS are required within five years of hire date; must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Appraisal principles, practices, and procedures.
- Regulations and standards governing the appraisal of real and personal property.
- Methods for compiling and analyzing property data.
- Departmental records, reports, and documentation.
- Appraisal databases and standard computer software applications.

Skills in:

- Coordinating and performing a variety of skilled real and personal property appraisal functions.
- Providing for the fair and equitable assessment of property within the County.
- Compiling and analyzing property and market sales data.
- Preparing and maintaining accurate appraisal records.
- Establishing and maintaining effective working relationships with other staff, County departments, property owners, community groups, and outside agencies.
- Communicating effectively verbally and in writing.