



APPRAISER I JOB DESCRIPTION

Job Title: **Appraiser I**

Job Code: **AS115**

Pay Grade: **117**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **January 2017**

NATURE OF WORK

Under close supervision, learns to perform a variety of technical functions involving the appraisal of residential and personal property for the Lewis County Assessor's Office; determines and verifies the market value of property; 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.*

- Learns County policies and procedures to determine fair market value for real property.
- Provides for the fair and equitable assessment of residential and/or personal property located within the County for ad valorem tax purposes.
- Learns to conduct field inspections of various types of property including new and existing residential structures, mobile homes, recreational property, farms, light commercial property, and/or land.
- Determines construction type, quality, and condition of property; verifies and documents land characteristics.
- Measures structures, obtains property photographs, and prepares property drawings.
- Responds to inquiries from property owners and the general public regarding the appraisal process, values established, and laws governing the valuation of property; provides information within the scope of authority and training.
- Researches property sales information including comparable sales, location, trends, and/or impending changes impacting the future value of property.
- Prepares Personal Property Declarations; responds to related inquiries.
- Assist with personal property audit meetings with property owners; inspects Current Use property and determines eligibility for the Current Use Program.
- Prepares and maintains a variety of appraisal records and documentation.

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 entry-level in the Appraiser job series; incumbents typically have real estate sales experience, and little or no directly related technical experience in determining market value for property.

EMPLOYMENT STANDARDS:

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High School Diploma or G.E.D. equivalent; AND two (2) year's real estate experience.

State of Washington accreditation within one (1) year of employment; 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.
- Departmental records, reports, and documentation.
- Appraisal databases and standard computer software applications.

Skills in:

- Learning to perform a variety of real and personal property appraisal functions.
- Learning to develop fair and equitable assessment of property within the County.
- Preparing and maintaining accurate appraisal records.
- Establishing and maintaining effective working relationships with other staff, County departments, property owners, and the general public.
- Ability to speak, read, and write the English language effectively.
- Communicating effectively verbally and in writing.