



APPRAISER II JOB DESCRIPTION

Job Title: **Appraiser II**

Job Code: **AS114**

Pay Grade: **18**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2008**

NATURE OF WORK

Under general supervision, performs 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.*

- Provides for the fair and equitable assessment of residential and/or personal property located within the County for ad valorem tax purposes.
- Conducts 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.
- Researches property sales information including comparable sales, location, trends, and/or impending changes impacting the future value of property.
- Defends appraisal work 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.
- Prepares Personal Property Declarations; sends out second notices and contacts taxpayers regarding unfilled Annual Declarations; responds to related inquiries.
- Schedules and conducts 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 journey-level in the Appraiser job series. Incumbents have acquired necessary technical knowledge and are granted a greater degree of independence as further experience is gained.

EMPLOYMENT STANDARDS:

Associate's Degree with emphasis in economics, business, real estate and related fields; AND one (1) year property appraisal experience.

State of Washington Real Property Assessment Accreditation and successful completion of International Association of Appraisal Officers (IAAO) course 102 must be completed 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.
- Methods for compiling and analyzing property data.
- Departmental records, reports, and documentation.
- Appraisal databases and standard computer software applications.

Skills in:

- Performing a variety of 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, and the general public.
- Communicating effectively verbally and in writing.

Employee

Employer

Date