YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Appraiser II

BAND: B B	GRADE: 2 3	SUBGRADE: 5 2	CLASS CODE: J23-2525
DEPARTMENT: Assessor	ACCOUNTABLE TO: Varies		OVERTIME STATUS: Non-Exempt

JOB SUMMARY: Performs field inspections and monitors sales and statistical data used to set the value basis for multi-family and commercial properties for tax purposes. Serves as a resource for residential appraisers and personal property administrators and the general public to explain procedures, and answer questions pertaining to values established.

DISTINGUISHING CHARACTERISTICS:
The Appraiser II classification is the third level of a five (5) level appraisal classification series. The Appraiser II classification is distinguished from the Appraiser III classification which has responsibility for assigning, monitoring, and reviewing work of subordinate classifications.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)	BAND/ GRADE
1	Researches and analyzes local market data such as comparable sales, construction costs, depreciation schedules, maps and zoning requirements, flood areas and city limits to prepare written commercial property and multi-family dwelling appraisals, with supportive documentation to be submitted to the data processing system.	B2
2.	Works with local property managers, owners, and legal representatives to collect information and advise on current market rent levels, occupancy rates, income and expense statements and types of leases appropriate to the specific geographical and economic areas.	B2
3.	Locates, inspects, and analyzes multi-family and commercial structures and land in assigned area to determine fair market value as a basis for tax assessment.	B2
4.	Uses and interprets maps, legal descriptions, and aerial photographs to determine boundaries. Updates records, maps, tax assessments, accounts, and data files, using information gathered during course of duties to assure the accuracy of future assignments.	B2
5.	Responds to citizen inquiries regarding assessments and reassessments. Provides information regarding appraisal techniques and methods and explains how values are established and computed.	B2
6.	Prepares appraisal cases for presentation before the County Board of Equalization and Board of Tax Appeals.	B2
7.	Performs other duties as required.	

Knowledge of: (Position requirements at entry):
- Statistical calculation procedures and statistical theory as applicable to the appraisal process;
- Residential and commercial real estate appraisal methods;
- Public relations practices;
- Building materials, equipment, workmanship, and general construction quality as applied to all classes of buildings;
- Standard appraisal methods and techniques including the cost, income, and market methods of
- commercial and multi-dwelling property appraisal;
- Laws, regulations, and court decisions affecting appraising;
- Legal descriptions; and
- Customer service techniques.

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Skills (Position requirements at entry):
- Using basic data processing equipment and software programs;
- Applying appraisal principles and techniques;
- Reading and interpreting maps, aerial photos, and property descriptions;
- Exercising sound judgment in developing and analyzing information;
- Giving presentations in support of appraisal determinations;
- Paying attention to detail and accuracy;
- Preparing and processing documents related to property appraisal;
- Performing a variety of calculations;
- Using office equipment such as phones, copies, calculators, and fax machines;
- Using a personal computer and related software applications;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to give or receive work direction.

Training and Experience (Position requirements at entry):

Associates Degree in real estate, surveying, engineering, construction or quality control and 4 years of related experience; or High School Diploma and 6 years of related experience in the above disciplines OR an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Bachelor's Degree in the above listed disciplines and 5 years of relevant experience preferred.

Licensing Requirements (position requirements at entry):
- Current Driver's License and proof of insurance, if requested
- Successful completion of a general employment verification
- Washington State Department of Revenue Accreditation for Appraisers
- Successful completion of Uniform Standards of Professional Appraisal Practice
- Successful completion of IAAO course 101 and 102 and one 300 level course

Upon appointment:
Maintain continuing education to maintain license will be required of 15 clock hours every two years.

Working Conditions: Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations; travel

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:
New Class approved: 04/1/03
Revised: 07/01/21