

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Appraiser III**

<b>BAND:</b> <b>B</b>	<b>GRADE:</b> <b>2</b>	<b>SUBGRADE:</b> <b>6</b>	<b>CLASS CODE:</b> <b>J23-2526</b>
<b>DEPARTMENT:</b> Assessor	<b>ACCOUNTABLE TO:</b> Assessor	<b>JOB FAMILY:</b> Appraisal	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Incumbents are responsible for performing a variety of technical appraising activities including: completing property value finalization; reviewing assessments and sales for market analysis and studies; developing and applying schedules and tables in mass appraisal process; and performing lead work.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Appraiser III classification is the fourth level of a five (5) level appraisal classification series. The Appraiser III classification is distinguished from the Appraiser I - II by the responsibility to perform technical appraisal activities including completing property value finalization, reviewing assessments and sales for market analysis and studies; developing and applying schedules and tables in mass appraisal process; and performing lead work.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)		<b>BAND/ GRADE</b>
1	Assigns, reviews, and checks work; ensures training, resolves conflicts; reviews and signs timecards and leave requests; interviews applicants; and conducts performance reviews and evaluates.		B2
2	Collects, reviews and validates market data for market analysis and ratio studies; establishes factors of cost, depreciation, functional and economical obsolescence, and market value; develops capitation rates; and makes income projections. Establishes value for ad valorem tax by analyzing land and improved sales; and correlates cost to market value to determine the final value.		B2
3	Researches and applies financial taxpayer data to draw value conclusions; uses cost manuals, economic and financial data, trends, and depreciation schedules.		B2
4	Performs field inspections of residential, agricultural, and /or commercial property to inventory the improvements and the physical attributes of the site		B2
5	Provides assistance to property owners and answers petitions from taxpayers. Performs appraisal reviews of contested property and appears in court hearings as an expert witness for valuation of properties in litigation		B2
6	Prepares field maps, plat maps and aerial maps by determining area; reads aerials for boundaries, topography, and permanent crops.		A1
7	Analyzes agricultural land rentals by determining current use and removal; conducts agricultural and rural property appraisals.		B2
8	Interviews owners; inspects property; and performs sales analysis to prepare appeals to the County Board of Equalization and the Board of Tax Appeals.		B2
9	Plans, organizes, and implements the annual appraisal schedule for the County, involving properties to be physically appraised and inspected; prepares and projects timelines by determining the allocated hours to each project.		B2
10	Other duties as assigned.		
<b>Knowledge of:</b> (Position requirements at entry): <ul style="list-style-type: none"><li>• Appraisal techniques;</li><li>• Laws and regulations pertaining to appraisal practices;</li><li>• Constructions techniques;</li><li>• Land classification and typical crop yields;</li><li>• Field inspection techniques;</li><li>• Land description measurement methods; and</li><li>• Customer service techniques.</li></ul>			
<b>Skills</b> (Position requirements at entry):			

## CLASS TITLE: Appraiser III

- Assigning, reviewing and evaluating the work of staff;
- Using a personal computer and related software applications;
- Generating and interpreting maps;
- Recognizing and interpreting physical features from aerial photography;
- Calculating area with engineering / architectural scales;
- Inspecting property for soil quality, topography, water rights and hazards;
- Determining market value;
- Calculating depreciation;
- Organizing and planning schedules and projects;
- Preparing reports;
- Giving presentations;
- Interpreting laws , statutes and regulations;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (Position requirements at entry):

Associates' Degree in real estate, surveying, engineering, construction or quality control and five years of appraisal experience and two years of experience as a lead to others; 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 3 years of relevant experience preferred.

### **Licensing Requirements** (position requirements at entry):

- Valid Washington State Driver's License and proof of insurance.
- Successful completion of a general employment verification.
- Valid Washington State Department of Revenue Certification for Appraisers.
- Valid Uniform Standards of Professional Appraisal Practice Certification.
- Successful completion of IAAO course 101, 102 and two 300 level courses

### **Upon appointment:**

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:**

Draft prepared by Fox Lawson and Associates LLC Approved 1/1/99

Physical Req. update 11/21/02;

Minimum Req. update 11/27/02;

Class series update 4/1/03; 04/14/06

Revised: 07/01/21, 12/07/22