

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Appraiser IV

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-2541
DEPARTMENT: Assessor	ACCOUNTABLE TO: Assessor	Job Family: Appraisal	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: Position is responsible for planning, administering and evaluating program services for the Assessor's Office involving the appraisal of real and personal property of widely diverse size, value and description and supervision and training of assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Appraiser IV classification is the highest level of a five (5) level appraisal classification series. The Appraiser IV classification is distinguished from the Appraiser I - III by responsibility for planning, administering and evaluating program services and supervisory responsibility.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)	BAND/ GRADE
1.	Plans, administers and evaluates program services for the Assessor's Office involving the appraisal of real and personal property of widely diverse size, value and description.	C4
2.	Coordinates the preparation of appraisal cases for presentation before the County Board of Equalization and the Washington State Board of Tax Appeals.	C4
3.	Supervises assigned appraisers concerning revaluation progress, program status, work quality, quantity and potential problem areas of the assigned appraisal crew. Provides on-the-job training and orientation to new and existing employees.	B2
4.	Monitors the work and completes performance evaluations of field appraisers. Collects, reviews and validates market data for market analysis and ratio studies; establishes factors of cost, depreciation, functional and economical obsolescence and fair market value. Performs field inspections to establish value for ad valorem tax. Analyzes land and improved sales and correlates cost to market value to determine the market value of agricultural property. Maintains close liaison with the Assessor concerning market analysis.	B2
5.	Locates, inspects and classifies properties denoting class, style and important characteristics. Estimates the market value of each property for assessment purposes base on market analysis.	B2
6.	Other duties as assigned.	

Knowledge of: (Position requirements at entry):

- 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 appraisal.
- Laws, regulations and court decisions affecting appraising.
- Legal Descriptions
- Supervisory and training techniques and methods;
- Customer service techniques.

Skills (Position requirements at entry):

- Ability to multi-tasking and providing supervision while involved in daily routine activities.
- Coordinating, leading and reviewing work of subordinates.
- 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.

CLASS TITLE: Appraiser IV

- 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 skills, both oral and written, sufficient to exchange or convey information and to give or receive work direction.

Training and Experience (Position requirements at entry):

Associate's Degree in Business, Architecture, Construction Management or related field and two years appraisal experience which includes two years of supervisory experience; or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Required:

- Mass Appraiser Courses 300, 311 and 331

Preferred:

- Bachelor's degree in the above listed disciplines and five years of relevant experience including two years of supervisory experience preferred.
- WA State Department of Licensing General Appraisal License.
- WA State Certified General Real Estate Appraiser

Licensing Requirements (position requirements at entry):

- Current Driver's License and proof of insurance, if requested.
- Successful completion of a general employment verification.
- Valid Washington State Department of Revenue Accreditation for Appraisers.
- Valid Uniform Standards of Professional Appraisal Practice Certification.
- Successful completion of IAAO course 101.
- Successful completion of Mass Appraisal Courses 300, 311 and 331

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:

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