

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Appraiser I

BAND: B B	GRADE: 2 3	SUBGRADE: 4 1	CLASS CODE: J23-2524
DEPARTMENT: Assessors	ACCOUNTABLE TO: Varies	JOB FAMILY: Appraisal	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: Incumbents are responsible for inspecting, listing, and confirming property characteristics, performing analysis to calculate and render an opinion of value on residential and/or agricultural and/or commercial property; and reviewing sales for market analysis and studies by using industry standard accepted appraisal techniques.			
DISTINGUISHING CHARACTERISTICS: The Appraiser I classification is the second level of a five (5) level appraisal classification series. The Appraiser I classification is distinguished from the Appraiser II class by the size of residential/agricultural/commercial and/or industrial appraisal work assigned.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)		BAND/ GRADE
1.	Collects, reviews, verifies, and analyzes property information to draw conclusions in determining the appropriate cost, income and market adjustments used in valuation. Determines market influence factors such as: physical depreciation, or functional and economic obsolescence.		B2
2.	Appraises property by inspecting, categorizing, and confirming property characteristics and changes to property. Measures, photographs, draws, takes pictures, and gathers related information on properties. Updates computer database records and information and finalizes residential and agricultural property information. When inspecting property due to a segregation or merge, determines new land values and location of improvements. Calculates property values using cost, market and income methods.		B2
3.	Organizes field maps, plat maps and aerial maps. Reads aeriels for boundaries, topography and permanent crops. Maintains current and historical records. Processes forms in order to determine effect on value due to destruction of property, unknown changes to property and exemptions.		B2
4.	Responds to and explains appraisal methods and valuation criteria to property owners, Board of Equalization, and State Board of Tax Appeals; presents the possible options and determines the correct data to use. May appear in court hearings as an expert witness for valuation of property.		B2
5.	Performs other duties as required.		
Knowledge of: (Position requirements at entry): <ul style="list-style-type: none">• Laws and regulations pertaining to appraisal practices;• Constructions techniques;• Customer service techniques.			
Skills (Position requirements at entry): <ul style="list-style-type: none">• Using a personal computer and related software applications;• Reading and interpreting maps and aerial photographs;• Determining quality of materials and workmanship;• Analyzing value of property;• Determining parcels from maps;			

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- Reviewing appraisals to determine accuracy;
- Analyzing cost and market approaches to value;
- Calculating depreciation;
- Preparing appraisal reports;
- Collecting and analyzing data;
- Using telephones and cameras;
- 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 2.5 years of 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.

Preferred:

- Bachelor's Degree in the above listed disciplines and 2 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
- Valid Washington State Department of Revenue Accreditation for Appraisers
- Successful completion of USPAP and IAAO course 101

Upon appointment:

- Must maintain continuing education to maintain license will be required of 15 clock hours every two years.
- Uniform Standards of Professional Appraisal Practice within three years of certification

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

Date: 5/98 Revised: 1/6/99; Revised 4/03 (Series definition and Physical requirement rating only)

Revised: 07/16 (clarification of education requirements)

Revised: 07/21

Revised: 12/22

Revised: 07/25