



Residential Appraiser

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	8/2/2023 5:34:46 PM
Working Title:	Residential Appraiser
Job Family:	Appraiser
Classification:	Appraiser-Residential

ORGANIZATION

Department:	Assessors
Cost Center/Program:	9151 - Assessor
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

The responsibilities of this classification include determining the true and fair market value on technically complex and varied residential real properties for tax assessment purposes. Incumbents perform physical residential appraisals and inspections.

Distinguishing Characteristics

The Appraiser Residential is the second level of a four-level appraisal classification series, which progresses from Appraiser Trainee through Residential and Commercial Appraiser levels to Appraiser Supervisor. Appraiser Assistant is the entry-level/trainee position in the series, providing support and learning foundational appraisal skills while working under direct supervision to progress toward becoming a licensed Residential Appraiser. Appraiser Residential performs journey-level residential property appraisals and is distinguished from the Commercial Appraiser classification in that Commercial Appraisers appraise commercial properties and are responsible for capitalizing income into value. The Residential Appraiser classification is distinguished from the Appraiser Supervisor classification, which has responsibility for assigning, monitoring, and reviewing the work of appraisal staff. Residential Appraisers may serve as lead workers, making work assignments and managing the completion of projects for appraisal assistants and team members.

Under the direction of the assigned supervisor, performs technical work related to appraising residential real property in accordance with the laws of the State of Washington and the policies of the Kitsap County Assessor. Work is performed with minimal supervision and employee has relative independence and latitude for exercising independent judgment and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by supervisor for accuracy of professional judgment and compliance with established objectives, policies and laws. Must also be able to support and defend independent judgement and valuation to the Board of Equalization, Board of Tax Appeals, and taxpayers.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Conduct a complete analysis of properties, within specific timelines, located in a specific area of responsibility based on sales and cost approach methods of appraisal; Analyze real estate market, review building plans, quality, condition, zoning, views, and all other characteristics of property in accordance with IAAO guidelines, Washington State Law, and Assessor policies & procedures.	70%
Prepare and present the Assessor's responses in defense of the valuation to the Board of Equalization and Washington State Board of Tax Appeals. Respond to routine inquiries by the public, other departments, and outside real estate professionals regarding judgement, valuation, and property characteristics.	30%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	☐
-----------------------	--------------------------

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Washington State accreditation for real property appraisal (RCW 36.21.015) prior to start date Successful completion of IAAO Course 101 - Fundamentals of Real Property Appraisal or equivalent	Required	
	Successful completion of IAAO Course 300 Fundamentals of Mass Appraisal or equivalent	Preferred	
	Experience with Microsoft Office products with emphasis on Excel	Preferred	
	Excellent customer service skills when working with the public	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
DL NUMBER - Driver License, Valid and in State	Washington State Drivers License.	Upon Hire	Required	

Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.
--

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of relevant legislation, including requirements of the Uniform Standards of Professional Appraisal Practice and the opinions and guidelines of the Department of Revenue	
Knowledge and understanding of the Washington State Administrative Code (WAC) and Revised Code of Washington (RCW) pertaining to property tax	
Knowledge of appraisal policies and procedures affecting real property assessments	
Skill in applying various appraisal principles and techniques to arrive at an equitable and supportable assessed value for real property	
Skill in reading and understanding building construction plans, specifications, and blueprints	
Skill in analyzing appraisal data and making accurate mass appraisal decisions in a timely manner	

Skill in interpreting legal descriptions and understanding assessor maps	
Skill in using and adapting computer technology for appraisal assignments and reports	
Skill in meeting the public and representing the County in a professional manner, sometimes under stressful situations	
Skill in organization and prioritization of work	
Skill in operating a computer to perform data entry, analysis, and retrieval	
Skill in understanding and executing oral and written instructions and procedures	
Skill in using a CAMA program	
Skill in taking and editing photographs	
Ability to adhere to IAAO Code of Ethics.	
Ability to work outside in all types of weather	
Ability to work with minimum supervision	
Ability to organize, schedule, and prioritize workflow to complete tasks and meet deadlines	
Ability to work successfully within the context of a team as a team player	
Ability to maintain a professional demeanor under heavy workload and stressful situations	
Ability to perform a variety of recordkeeping tasks quickly and accurately including mathematical calculations	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Appraisal site
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	To access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	To access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
--------------------------------	---------------------------------------	---------------------------------------

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Supervisors directions, and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors directions and interaction with co-workers
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	appraisal site
Exposure to Bloodborne Pathogens		
Work Outside	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	appraisal site
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
------------------------------	-------------------------	----------

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
-----------------------------	------------------------------------	---------------------------------------

Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00

Hourly Max:	\$43.44
Hourly Min:	\$33.96