

# Employment Opportunity

## Kittitas County, Washington

**POSTED: 3/28/17**

**CLOSES: 4/17/17**

### REAL PROPERTY APPRAISER

The current vacancy in the Assessor's office is a full-time, Appraisers Union (Local 2658), benefited position expected to begin as soon as possible. This job posting is for one vacancy which will be filled at an Appraiser I, Appraiser II, or Appraiser III level and will be filled based on the qualifications of the applicant selected.

<b>SALARY/WAGES:</b>	Appraiser I	\$3,746 - \$3,840
	Appraiser II	\$3,936 - \$4,453
	Appraiser III	\$4,345 - \$4,915

#### GENERAL DUTIES:

- The Appraiser positions are responsible for determining fair market value of agricultural, residential, recreational, commercial, industrial real estate, and manufactured housing according to standard appraisal practices and under the guidance of State and Federal regulations, and County policies and procedures.
  - **Appraiser I** This classification is the entry level of the Appraiser professions within the County. Incumbents will work under close supervision as they learn the appraisal methods and procedures specific to this jurisdiction. The first and second levels of the appraiser job family are equivalent to apprentices in the appraisal field.
  - **Appraiser II** This classification is the second in the Appraiser job family. Incumbents move into the second level following one to two years of training and obtaining their Washington State Department of Revenue Real Property Assessment Accreditation. Generally key distinctions between the first and second level Appraiser are the level of responsibility, assignment complexity, and amount of direct supervision required. At the second level, incumbents will be expected to work with more independence in residential and rural appraisal. Commercial appraisal will be introduced and performed under close supervision. At this level, Appraisers are expected to present cases to the Board of Equalization, conduct complex appraisals, and be able to address non-standard situations independently.
  - **Appraiser III** This classification is the journey level, fully functioning real property Appraiser; the third level in the Appraiser job family. At the Appraiser III level, incumbents are expected to perform with considerable independence within the established standards and to make recommendations for unique or unusual situations. Additionally, Appraisers at this level may train lower level Appraisers and may coordinate appraisal projects. The third level is distinguished from the first and second in the extent of independence, complexity of appraisals and appeals, and in the potential for training others and coordinating projects.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

## **APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

## **SUPPLEMENTAL EXAM QUESTIONS**

### **(1) EXPERIENCE/TRAINING**

A. Describe your experience and training that uniquely qualifies you for the position of Appraiser I, II, or III with the Assessor's Office. Be sure to include any experience with appraising property and any technical skills you may have.

B. Explain why real estate appraisal interests you and the personal traits you have that would help you succeed as an appraiser.

### **(2) FIELD WORK**

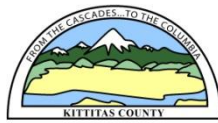
An appraisal position in the Assessor's office consists of in-office work as well as outdoor field work for physical inspection of properties. Describe any experience you may have in working outdoors including type of work and volume of work. If you do not have outdoor work experience describe why working outside would appeal to you.

### **(3) WORKING WITH PUBLIC OR CLIENTS**

A. Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.

B. Appraisers represent the Assessor as they conduct field inspections, operate in the public eye, and develop appraisals that will determine the property owner's tax statement. Discuss the principles of ethics and integrity and their application that you think the Assessor should expect from her representatives.

**\*\* Complete Job Descriptions for Appraiser I, II, and III  
are listed on the following pages \*\***



# Job Description

Kittitas County, Washington

**TITLE:**

**APPRAISER I**

**JOB SUMMARY:**

The Property Appraiser I is responsible for learning, practicing and applying knowledge and skills needed to appraise the value of property. In this training level position, incumbents will perform the following tasks: physical inspections, sales research, annual adjustments, new construction appraisal, and preparation of cases for the Board of Equalization, all under the close supervision and training of a senior appraiser. This position works under the guidance of State and Federal regulations, and County policies and procedures.

**CLASSIFICATION DISTINCTIONS**

This classification is the entry level of the Appraiser professions within the County. Incumbents will work under close supervision as they learn the appraisal methods and procedures specific to this jurisdiction. The first and second levels of the appraiser job family are equivalent to apprentices in the appraisal field. At the second level, incumbents will work as an accredited or licensed appraiser with more independence in residential and rural appraisal. Commercial appraisal will be introduced and performed at the second level but under close supervision. The second level is distinguished from the first in the years of experience generally necessary to work with limited direction following standard procedures. Generally, incumbents at the first level are not expected to present cases to the Board of Equalization, independently conduct complex appraisals, or address non-standard situations without the close guidance of the lead or supervisor.

The full journey level of the appraiser job family is the Real Property Appraiser III. The journey level classification exercises more independence, understands variations from the norm, and may be responsible for training entry level incumbents.

**ESSENTIAL FUNCTIONS:**

- Collect and analyze property sales information and research sales information to verify sales quality.
- Initially under close supervision, inspect real property by field visits; verify data base characteristics, input data and document change.
- Learn principles of mass appraisal and how to conduct annual adjustment using statistical studies and data to adjust property values.
- Under close supervision, physically inspect new construction properties involving verification of structural quality and characteristics and preparation of building drawings and photographs.
- Listen and respond to property owner concerns; verify accuracy of property records; refer the property owner to the appropriate individual.
- Develop capabilities utilizing field computers for data collection and desktop computers for data analysis.
- Conduct initial research in preparation for appeals to the Board of Equalization.
- Operate County vehicles to reach designated properties.
- Perform related property appraisal work.

**OTHER FUNCTIONS:**

- Progress towards obtaining Washington State Department of Revenue Real Property Assessment Accreditation.

- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings. Perform any assignments requested by the Assessor or Lead Appraiser.
- General office duties and other department related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- An associate’s degree with major course work in business, math, or a related field from an accredited college or university.
- Equivalent education/experience *may* substitute for formal education requirement (AA Degree).
- Valid Washington State Driver’s License.
- Must be able to obtain Washington State Department of Revenue Real Property Assessment Accreditation within two years of hire as an Appraiser.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to learn and apply appraisal skills.
- Basic computer knowledge in Microsoft Office programs and experience with word processing, spreadsheets and databases.
- Ability to learn computer appraisal programs and other programs specific to the office or County quickly.
- Ability to perform basic mathematical calculations.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.
- Ability to handle difficult or confrontational property owners.

**PREFERRED QUALIFICATIONS:**

- Bachelor of Science degree or higher in business or statistics from an accredited college or university.
- Three (3) months or more of experience with appraisal principles as may be acquired in technical appraisal related positions.

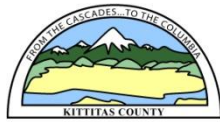
**WORKING CONDITIONS:**

Work is performed in a standard office setting and a variety of outdoor environments. Exposure to inclement weather, including temperature extremes, and windy/dusty conditions will occur, as well as occasional exposure to angry or confrontational property owners, dogs, and insects. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing uneven and/or rugged terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular attendance and punctuality are required. Regular travel within the County is required to perform the duties of Appraiser I; must have the ability to drive in all weather conditions and

levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# Job Description

Kittitas County, Washington

**TITLE:**

**APPRAISER II**

**JOB SUMMARY:**

The Property Appraiser II is responsible for appraising residential and rural property for valuation purposes in accordance with Washington State statutes, sales data analysis and research, annual adjustments, and preparation/presentation of cases to the Board of Equalization. The employee in this position must maintain effective working relationships with administrative and other personnel, public agencies, and the general public. This position works under the guidance of State and Federal regulations, and County policies and procedures.

**CLASSIFICATION DISTINCTIONS:**

This classification is the second in the Appraiser job family. Incumbents move into the second level following one to two years of training and obtaining their Washington State Department of Revenue Real Property Assessment Accreditation. Generally key distinctions between the first and second level Appraiser are the level of responsibility, assignment complexity, and amount of direct supervision required. At the second level, incumbents will be expected to work with more independence in residential and rural appraisal. Commercial appraisal will be introduced and performed under close supervision. At this level, Appraisers are expected to present cases to Board of Equalization, conduct complex appraisals, and be able to address non-standard situations independently.

The full journey level of the Appraiser job family is the Appraiser III. The journey level classification exercises a high level of independence, understands variations from the norm, and may be responsible for training entry level Appraisers.

**ESSENTIAL FUNCTIONS:**

- Independently inspect real property and structures through field visits; verify data base characteristics and document change; apply data to assist in establishing benchmark values for the revaluation process.
- Collect and analyze property sales information and conduct sales research to verify quality.
- Apply and continue to expand understanding and skills in the mass appraisal process and increase use of statistical studies and data in adjusting property values.
- Independently conduct physical inspections of new construction while expanding knowledge of new construction methods; verify structural quality and characteristics; prepare drawings and take photographs; explain processes followed to senior appraisers and correct as necessary.
- Conduct sales and property specific research in preparation for Board of Equalization appeals; develop and present cases for property assessed to the Board of Equalization.
- Listen and respond to property owner concerns; verify accuracy of property records; resolve or recommend solutions to managers or senior appraisers.
- Utilize field computers for data collection and desktop computers for data analysis.
- Perform related property appraisal work.
- Operate County vehicles to reach designated properties.

**OTHER FUNCTIONS:**

- Maintain Washington State Department of Revenue Real Property Assessment Accreditation by obtaining at least 15 hours of continuing education every two (2) years or as updated in WAC 458-10-050 and RCW 36.21.015.
- Work toward successful completion of International Association of Assessing Officers Course II (Income Approach to Value).
- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings.
- Perform any assignments requested by the Assessor or Lead Appraiser.
- General office duties and other department related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- An associate's degree with major course work in business, math, or a related field from an accredited college or university, **and** one of the following:
  - Appraiser I status with the Assessor's Office and current Washington State Department of Revenue Real Property Assessment Accreditation, or
  - State Certified General Real Estate License with the ability to achieve Department of Revenue Accreditation within one (1) year of hire **and** at least one (1) year experience with appraisal principles as may be acquired in technical appraisal related positions.
- Equivalent education/experience *may* substitute for formal education requirement (AA Degree).
- Valid Washington State Driver's License.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of offense, seriousness and nature of violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Basic to intermediate appraisal skills.
- Proficient computer knowledge in Microsoft Office programs and the ability to perform word processing, spreadsheet, and database tasks with ease.
- Basic knowledge of computer appraisal programs and the ability to learn other programs specific to the office or County quickly.
- Ability to perform basic to intermediate mathematical calculations.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.
- Ability to handle difficult or confrontational property owners.
- Ability to maintain Department of Revenue Accreditation.

**PREFERRED QUALIFICATIONS:**

- Bachelor of Science degree or higher in business or statistics from an accredited college or university.
- Successful completion of IAAO Course II.

**WORKING CONDITIONS:**

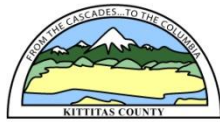
Work is performed in a standard office setting and a variety of outdoor environments. Exposure to inclement weather, including temperature extremes, and windy/dusty conditions will occur, as well as occasional exposure to angry or confrontational property owners, dogs, and insects. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing uneven

and/or rugged terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular attendance and punctuality are required. Regular travel within the County is required to perform the duties of Appraiser II; must have the ability to drive in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.





# Job Description

Kittitas County, Washington

**TITLE:**

**APPRAISER III**

**JOB SUMMARY:**

The Real Property Appraiser III is responsible for appraising residential, agricultural, recreational, commercial and industrial real estate properties for valuation purposes in accordance with Washington State statutes, sales data analysis and research, annual adjustments, and preparation/presentation of cases to the Board of Equalization. The employee in this position must maintain effective working relationships with administrative and other personnel, public agencies, and the general public and work under the guidance of State and Federal regulations, and County policies and procedures.

**CLASSIFICATION DISTINCTIONS:**

This classification is the journey level, fully functioning real property Appraiser; the third level in the Appraiser job family. At the Appraiser III level, incumbents are expected to perform with considerable independence within the established standards and to make recommendations for unique or unusual situations. Additionally, Appraisers at this level may train lower level Appraisers and may coordinate appraisal projects.

At the first level, Appraisers are being trained in the principles and practices of the appraisal process; once Washington State Department of Revenue Real Property Assessment Accreditation has been achieved, Appraisers advance to the second level and work on increasing and expanding appraisal skills. The third level is distinguished from the first and second in the extent of independence, complexity of appraisals and appeals, and in the potential for training others and coordinating projects.

**ESSENTIAL FUNCTIONS:**

- Collect, analyze and verify property sales information; conduct sales research to determine valid market transactions; establish benchmark sales; evaluate cost tables to develop market based cost modifiers.
- Independently, or while training lower level Appraisers, physically inspect all properties in the revaluation cycle to verify property characteristics and make and document modifications as necessary.
- Apply statistical appraisal methods in conducting mass appraisals; evaluate sales quality; conduct analyses of sales and correlations; review value changes with audit reports.
- Primary responsibility for discovering, valuing and adding new construction to tax roll; read maps, site plans and building specifications and apply Marshall and Swift.
- Respond to the full range of property owner concerns and questions related to value; investigate, determine and initiate corrections; provide written responses.
- Conduct detailed and complex research in preparation for Board of Equalization appeals; handle the most complicated cases being appealed with the Board of Equalization.
- Provide training to entry level Appraisers and occasionally coordinate appraisal projects.
- Handle specialized appraisal projects such as demolitions, combinations and segregations and special assessments.
- Utilize field computers for data collection and desktop computers for advance data analysis.
- Perform related property appraisal work.

- Operate County vehicles to reach designated properties.

#### **OTHER FUNCTIONS:**

- Maintain Washington State Department of Revenue Real Property Assessment Accreditation by obtaining at least 15 hours of continuing education every two (2) years or as updated in WAC 458-10-050 and RCW 36.21.015.
- Work toward successful completion of International Association of Assessing Officers Course II (Income Approach to Value), if not previously offered, and Course 300 (Fundamentals of Mass Appraisal).
- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings.
- Perform any assignments requested by the Assessor or Lead Appraiser.
- General office duties and other department related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- An associate's degree with major course work in business, math, or a related field from an accredited college or university, **and** one of the following:
  - Four (4) or more years of employment as an Appraiser II with the Assessor's Office, current Department of Revenue accreditation, **and** successful completion of IAAO Course II, or
  - Five (5) years of experience as an Appraiser II with the Assessor's office and current Department of Revenue Accreditation, *if the employer has not provided an opportunity to complete IAAO Course II*, or
  - State Certified General Real Estate License with the ability to achieve Department of Revenue Accreditation within one (1) year of hire and at least four (4) years of experience with appraisal principles as may be acquired in technical appraisal related positions, or
  - Employer's recommendation based on the candidate having fulfilled satisfactory equivalency requirements
- Equivalent education/experience *may* substitute for formal education requirement (AA Degree).
- Valid Washington State Driver's License.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Advanced appraisal skills.
- Proficient computer knowledge in Microsoft Office programs and the ability to perform advanced word processing, spreadsheet, and database tasks with ease.
- Thorough knowledge of computer appraisal programs and the ability to learn other programs specific to the office or County quickly.
- Ability to perform intermediate to advanced mathematical calculations.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.
- Ability to handle difficult or confrontational property owners.
- Ability to train junior Appraisers.
- Ability to maintain Department of Revenue Accreditation.

**PREFERRED QUALIFICATIONS:**

- Bachelor of Science degree or higher in business or statistics from an accredited college or university
- Successful completion of IAAO Course 300.
- Previous experience in a training capacity.

**WORKING CONDITIONS:**

Work is performed in a standard office setting and a variety of outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions will occur, as well as occasional exposure to angry or confrontational property owners, dogs, and insects. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing uneven and/or rugged terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular attendance and punctuality are required. Regular travel within the County is required to perform the duties of Appraiser III; must have the ability to drive in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.