

Specification for Class of

PROPERTY TAX AUDITOR/APPRaiser 1

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Under direct supervision, in a training capacity, performs a variety of duties including, or leading to, the appraisal of real or personal property for tax assessment purposes.

Typical Work

Under direct supervision, inputs data for computer assisted appraisals, audits or taxable determinations;

Participates with others in the appraisals of real property, personal property, exempt property or public utility property;

Prepares statistical reports;

Researches real property sales for others;

Researches market value for motor vehicle excise tax;

Assists Ratio Coordinator in sales analysis;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: accounting, auditing and appraisal principles; laws and regulations relating to taxability and market value of real and personal property; real property transactions, including deeds and other instruments.

Ability to: apply accounting/auditing principles to the discovery of and taxability of personal property; learn and apply basic appraisal principles and techniques for the determination of market value; read and interpret legal descriptions for location of real property; collect statistical data for special studies; maintain public relations; follow oral and written directions; work as a member of a team; communicate effectively, both orally and in writing; operate a personal computer as an appraisal tool, applying spreadsheet and word processing programs.

Minimum Qualifications

A Bachelor's degree involving major study in business or public administration, real estate, economics, accounting or closely allied field.

- NOTE:1. Full-time experience in real or personal property transactions or closely allied field which provides a knowledge of real or personal property\* values and appraisal techniques will substitute, year for year, for the required education.
2. Successful completion of assigned in-service training courses will be required by the appointing authority as a condition of continued employment.
  3. Incumbents may be responsible for providing their own transportation to work sites, as assigned. A valid Washington Driver's License is required within 60 days of appointment.

\*Personal property as defined under Washington State Law.

New class  
Effective March 9, 1990