

61190 WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

PROPERTY TAX APPRAISER 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Conducts appraisals of land, single and multi-family residences, apartment complexes, neighborhood businesses and agricultural properties.

Distinguishing Characteristics: Incumbents are required to determine and apply appropriate appraisal method and techniques; schedule and complete workload within assigned time frame. Positions are often located remote from immediate supervisor. Work is subject to periodic review.

Typical Work

Performs market value appraisals of land, single and multi-family residences, apartment complexes, neighborhood businesses and agricultural properties using highest and best or current use appraisal concepts;

Appraises lands of public utility companies;

Conducts market studies to develop units of comparison for assigned properties;

Conducts personal property appraisals of leasehold improvements to the land;

Assists in the appraisal of large commercial, manufacturing or public utility properties under the direction of senior appraisers;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: property tax laws; standard appraisal theory, methods and techniques applicable to the valuation of land, residential, commercial and agricultural properties; legal descriptions and instruments of ownership; real estate law; types and qualities of residential materials and construction.

Ability to: analyze and apply standard appraisal theory, methods and techniques; interpret legal descriptions; analyze and incorporate varying systems found in local assessment offices; establish and maintain good public relationships; organize workload and utilize time effectively without direct supervision.

Minimum Qualifications

A Bachelor's degree involving major study in business or public administration, real estate, economics, accounting or closely allied field and two years of experience in auditing and/or appraising real or personal property for fair market value. **OR**

One year of experience as a Property Tax Auditor/Appraiser 2 or equivalent.

Additional experience in auditing and/or appraising real property for fair market value will substitute for the educational requirements on the basis of one year of experience for two years of education.

NOTE:

1. Successful completion of assigned in-service training courses will be required by the appointing authority as a condition of continued employment.
2. 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.

New class: 3-9-90

Revised minimum qualifications: 4-10-92

Revised minimum qualifications: 11-13-92

Revised minimum qualifications: 9-21-00