

61200 WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

PROPERTY TAX APPRAISER 4

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs property appraisals on large commercial or public utility properties, regularly considering highest and best use and selecting most appropriate appraisal technique.

Distinguishing Characteristics: Incumbents in this class must work at least 50% of their time on commercial or public utility appraisals of the complexity level indicated by the following examples:

Appraises for market value, large and complex commercial properties such as, but not limited to, high-rise apartments, condominiums and office buildings; motels, hotels and restaurants; shopping centers; strip malls; warehousing and shipping terminals; medical centers; hospitals; light manufacturing plants such as soft-drink bottling plants; clothing, boat and mobile home manufacturers; or appraises secondary private car and public utility companies.

Typical Work

Selects and applies any combination of appraisal methods and techniques applicable and necessary to the accurate and defensible determination of commercial property values;

Assumes lead responsibility on specific project assignments;

Assists in the training and appraisal review of lower level appraisers;

Prepares technical training materials and serves as instructor in Department-sponsored appraisal courses;

May testify at county boards of equalization, Board of Tax Appeals and judicial proceedings in matters relating to the valuation of residential and commercial properties;

Compiles statistical market data in preparing comprehensive technical appraisal reports;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: standard appraisal theory, methods and techniques applicable to commercial, light manufacturing and public utility properties; legal property descriptions and instruments of ownership; real estate law and fundamentals of accounting; commercial building types, construction costs, methods and materials; basic fundamentals of training and supervision.

Ability to: appraise all types of commercial and light manufacturing properties, select and justify appropriate appraising methods and techniques for various property types; maintain good working relationships with public officials, property owners, their representatives, and local assessment personnel; schedule and complete large commercial appraisals without direct supervision; make clear verbal and written explanations of technical appraising information; 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 and three 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 Appraiser 3, Property Tax Auditor 3 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

Salary adjustment: 9-14-01