



## FRANKLIN COUNTY JOB POSTING Real Property Appraiser II

<b>Open Date:</b> November 9, 2021	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave, Pasco
<b>Close Date:</b> December 9, 2021	<b>Type:</b> Bargaining
<b>Reports to:</b> Chief Appraiser	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Current opening is for Appraiser II; Grade 16, starting annual wage \$51,343.50; Full Benefits Package	

### SUMMARY

The Real Property Appraiser appraises property for valuation purposes and prepares and presents cases to the Board of Equalization, according to established department and County policies, procedures, and in compliance with applicable regulations.

The position of Real Property Appraiser I includes a two-year training period to learn, practice, and apply knowledge and skills needed to appraise the value of property including performing physical inspections, conducting sales research, calculating and updating annual adjustments, and performing new construction appraisal as well as the preparation of cases for the Board of Equalization, all under the supervision and guidance of a senior appraiser.

### ESSENTIAL FUNCTIONS OF THE JOB

#### REAL PROPERTY APPRAISER I

- Learns principles of mass appraisal and how to conduct annual adjustments using statistical studies and data to adjust property values.
- Inspects new construction properties and verifies structural quality and characteristics; measures and prepares related building drawings and photographs according to established department procedures and guidance from, and review with, experienced appraisers.
- Inspects real property, verifies, updates, and documents database characteristics or changes, and applies data to assist in establishing benchmark values for the revaluation process.
- Collects and analyzes property sales information and conducts sales research to verify construction quality and establish market value.

#### REAL PROPERTY APPRAISER II

- Identifies, values, and adds new construction to tax roll.
- Collects, analyzes, and verifies property sales information and uses data to determine valid market transaction, establish benchmark sales, and develop market-based cost modifiers.
- Inspects property, and verifies, updates, and documents database characteristics or changes.
- Responds to the most complicated appeals with the Board of Equalization.
- Provides or coordinates training on appraisal duties for entry level appraisers and occasionally coordinates appraisal projects.
- Conducts mass appraisals utilizing research and analysis of sales, according to established process.

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#### REAL PROPERTY APPRAISER I and II

- Provides customer service and performs department functions by responding to requests, inquiries, questions, or appeals by researching, reviewing, analyzing, tracking, or reconciling and communicating policy interpretation, sharing detailed and/or technical information, making recommendations, and providing advice, reports, answers, and presentations within scope of knowledge or authority or referring to appropriate individual.
- Maintains records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient knowledge, interpretation, and application of Franklin County business acumen, County and department policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment. *(General knowledge required for Real Property Appraiser I)*
- Proficient knowledge in principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including mass appraisal process, new construction, and the use of statistical studies and data in adjusting property values. *(General knowledge required for Real Property Appraiser I)*
- Expert skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals. *(Proficient skills required for Real Property Appraiser I)*
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully. *(Proficient skills required for Real Property Appraiser I)*
- Proficient skills in operating the tools and equipment used in performing essential functions of the position or assigned area. *(General skills required for Real Property Appraiser I)*
- Proficient skills in data entry, typing, and in Word and Outlook; expert level skills in Excel and the internet for research. The ability to develop proficient skills in the current appraisal and tax administration software, mapping software, and statistical-related software.
- Ability to read and interpret blueprints, maps, and property descriptions.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff, remaining calm during emergency situations.

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### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: office environment and outside in various weather conditions for inspections, and
  - frequently: around dirt, dust, and shavings.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to higher levels on location during inspections.

### SPECIAL CONSIDERATIONS

- Required to drive a County vehicle within the local County to perform inspections and travel within the local region to attend training or meetings.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: use hands, fingers to handle or feel, or operate equipment or tools, and
  - frequently: talk or hear, sit, stand, or walk for extended periods of time, reach with hands and arms, and stoop, kneel, crouch, or crawl, and
  - occasionally: climb, pull, push or balance, and work in a cramped or confined space.
- occasionally carry or transport up to 25 pounds.
- have the following vision abilities:
  - depth perception,
  - peripheral vision,
  - ability to adjust focus, and
  - have close and distance vision (from one inch to 20 feet or more).

### QUALIFICATIONS

#### REQUIRED EDUCATION AND EXPERIENCE

- Two year college degree.
- Additional coursework in business administration, market analysis, appraisal, economics, or a related field. (*Real Property Appraiser I*)
- Work related experience or educational courses in finance, real estate, economics, home construction, appraisal, or a closely related field. (*Real Property Appraiser II*)
- Four years of appraisal experience. (*Real Property Appraiser II*)

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

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### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.
- Must possess, or have the ability to obtain within 12 months of entry into position, Appraiser Accreditation (Washington State Department of Revenue) and complete the International Association of Assessing Officers (IAAO) Course 101 (Fundamentals of Real Property Appraisal) and Course 102 (Income Approach to Valuation) or comparable coursework.
- Must possess, or have the ability to obtain within 12 months of entry into position, Uniform Standards of Professional Appraisal Practice (USPAP) certification.
- Must maintain State Appraiser Accreditation status by obtaining the required classroom hours of approved continuing education and by completing the time sensitive application according to the current process designated by the property tax division of the Washington State Department of Revenue.

### OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:*

*Franklin County Human Resources • 1016 N.4th Avenue • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@co.franklin.wa.us](mailto:hr@co.franklin.wa.us)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of applications materials, contact the Human Resources Department at 509-546-5813.