

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Deputy Assessor/Appraiser
Department: Assessors

Annual Hours: 2088

Position Numbers:
101T1, 101T2, 101T3
Class: Non-Exempt
Salary T1/D; T2/F; T3/I

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Persons in this position are responsible for locating, discovering, listing, inspecting, and appraising real property in Adams County. Persons are also responsible for contacting or making site visits to all residential, commercial, and new construction property in accordance with the property tax policies of Adams County and Washington State. Appraiser III has additional responsibilities such as leading, directing and scheduling of other appraisal staff regarding the inspection and appraisal of properties. The Assessor will delineate responsibilities of the Tier I, II, and III positions.

2.0 SUPERVISION RECEIVED

2.1 Persons in this position are given discretion, within the scope of policy and regulations, in the routine performance of their duties, depending upon which Tier they occupy. Typically, Persons in Tier I will receive direction, guidance, and work review from the Tier II or III appraiser. The Tier II position will receive direction, guidance and work review from the Tier III appraiser or the Assessor. Supervision and guidance of the Tier III position will be received from the Assessor.

3.0 DIRECTION EXERCISED

3.1 Persons in the Tier I and Tier II position normally do not direct any staff. A person in a Tier III position would normally function as lead and direct both the Tier I and II positions.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Locate, identify, inspect, and photograph all specified parcels. Make an inventory of the quantity, quality, and important characteristics of all taxable property.

4.2 Make calculated and mathematical adjustments to the assessments of inspected parcels as affected by improvement or depreciation changes. Must have the ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Must also have ability to apply concepts of basic algebra and geometry.

4.3 Inspects specified "new construction" sites within the County including mobile homes, frame dwellings, out buildings, etc. Measures square footage, takes photos, assign quality classifications, and calculates the true and fair market value.

4.4 Must define problems, collect data, establish facts, and draw valid conclusions. Must interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

4.5 Examines and organizes new building permits and inputs new construction listings into the computer.

- 4.6 Accurately updates and maintains computer records of all parcels in the County.
- 4.7 Tier II and III positions will prepare documents to support the assessed valuation of property contested by the taxpayers by using all three approaches to value (cost, market, and income).
- 4.8 Tier II and III positions will attend the Board of Equalization hearings and/or State Board of Tax Appeal hearings and prepare all documents to support assessed valuations.
- 4.9 Persons in the Tier II and III positions will interview property buyers and sellers to determine if the sale was an “arms-length transaction” with no undue pressure.
- 4.10 A person in the Tier III position formulates benchmarks for determining market values and establishes schedules for appraisals.
- 4.11 A person in the Tier III position provides direction for field training and office procedures for Appraiser Tier I and II positions. The Tier III position plans and directs the workload of other appraisers.
- 4.12 A person in the Tier III position reviews all commercial property valuations and new construction valuations within the County. This person also reviews the true and fair market value of farms, residential and business property.
- 4.13 A person in the Tier III position will inspect, review, and evaluate all orchards in the County to verify any new plantings. This person will also interview orchard managers and/or owners to find out the cost of improvements.
- 4.14 A person in the Tier III position will maintain open space/current use valuations and calculate the Adams County Open Space program each year.
- 4.15 Studies and becomes familiar with the State laws, rules, regulations, techniques, and procedures of real property appraisal.
- 4.16 Perform other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Must understand the basics of real property appraisal to perform appraisals in a fair and consistent manner.
- 5.2 Must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- 5.3 Tier II and III appraisers must be familiar with the State laws, rules, regulations, and procedures of real property appraisal.
- 5.4 Tier II and III appraisers must be able to understand legal descriptions, plat, and survey maps.
- 5.5 While performing the duties of this job, the employee is regularly required to talk and listen. The employee is required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk; use hand/finger dexterity to handle objects, tools, or control; and reach with hands and arms.
- 5.6 Needs good health, vision, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to twenty-five (25) pounds.

- 5.7 Must have cognitive ability to accurately search columns of numbers in small print for errors, data entry, and related purposes.
- 5.8 Must be able to communicate with property owners in a courteous manner while representing the County.
- 5.9 Must be able to utilize communications and related equipment necessary to perform required duties.
- 5.10 Legible handwriting/printing is essential. Must have the ability to use a typewriter, computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment that may be required.
- 5.11 Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.
- 5.12 Persons in the Appraiser Tier II and III positions must be able to lead, train, and direct other appraisers in performance of their duties and direct their work as supervised by the Assessor

6.0 MINIMUM QUALIFICATIONS

- 6.1 High school diploma or GED equivalent. Prior experience in general construction techniques and/or training in real estate or construction is preferred.
- 6.2 Ability to successfully complete various required training classes and to obtain any certificates necessary for functional skills performance, maintenance, and improvement.
- 6.3 Must possess a valid Washington State Drivers license.
- 6.4 A person in the Tier I position must have the ability to successfully complete the IAAO Course 1 of Real Property appraisal within one year of hire.
- 6.5 Persons in the Tier II and III positions must possess a certificate for the IAAO Course 1 of Real Property Appraisal and a Washington State Real Property Assessment certificate. Must also maintain state accreditation by attending and qualifying for minimum of fifteen classroom hours every two years.
- 6.6 A person in the Tier III position must possess certificates for three upper level (advanced) IAAC, DOR, or Department of Licensing appraisal courses.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Ability to implement and maintain sound organizational practices.
- 7.2 Familiarity with tools, instruments, equipment, and techniques commonly used in the performance of related tasks.
- 7.3 Ability to maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- 7.4 Ability to quickly grasp new techniques, deal with new or revised State laws, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.

- 7.5 Understands the need for maintaining confidentiality of sensitive information.
- 7.6 Ability to effectively communicate with others, both in writing and orally. There is heavy contact with property owners, fee appraisers, banks, lending institutions, realtors, and/or appraisers.
- 7.7 Ability to assure efficient and effective utilization of materials, facilities, and time.
- 7.8 Demonstrated successful leadership and direction experience for Tier II and Tier III to assure efficient and effective utilization of appraisal staff.

8.0 WORK ENVIRONMENT

- 8.1 While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. Work is also performed indoors, in an office, and in County vehicles.
- 8.2 Work may involve crawling under floors, roofs, and/or other required spaces.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.ⁱ

Modified under Resolution No. R-35-02 on May 13, 2002. Only two tiers may be filled at any time. Minimum additional modifications approved by motion of Board of Commissioners on December 4, 2006.

Position tiers classified on Ranges D / F / I of the Courthouse Bargaining Unit Salary Structure effective January 1, 2020, pursuant to Resolution No. R-004-2020. *(Previously classified on Ranges 10 / 12 / 15)*