

## **REAL PROPERTY APPRAISER IV**

The Real Property Appraiser IV job family consists of two different tracks: Residential Lead Appraiser IV and Commercial Appraiser IV. Incumbents within the Residential Lead track are responsible for gathering, analyzing and evaluating factors relevant to their track and providing information, guidance and business process instructions to appraisers in lower level classifications and other office personnel. The Residential Lead Appraiser IV provides training to other appraisers and reviews aspects of the appraiser's work as it pertains to all office and appraisal procedures. The Residential Lead Appraiser IV researches and recommends new procedures, policies and practices for appraisal activities in all areas of the assessment process.

The Commercial Appraiser IV performs professional work and provides technical guidance to other appraisers while conducting appraisals of commercial properties following office practices, procedures and established guidelines in a high volume fast paced environment. Incumbents within this class are responsible for gathering, analyzing and evaluating factors relevant to their specialty and providing information, guidance and business process instructions to other appraisers. The Commercial Appraiser IV provides training to other appraisers and review aspects of the appraiser's work as it pertains to all office and appraisal procedures. The Commercial Appraiser IV researches and recommends new procedures, policies and practices for appraisal activities in all areas of the assessment process.

### **CLASSIFICATION DISTINCTIONS**

This classification is the fourth level in the appraiser job family. At the Appraiser IV level, incumbents are expected to perform independently, researching and making recommendations for policy and procedural changes and improvements. Considered the experts in their track, the Appraiser IV trains and provides technical guidance to other appraisers.

This level is distinguished from the third level in the advanced knowledge, complexity of appraisal work, and in their role planning, implementing and overseeing technical work of appraisers in lower level classifications. The next higher level appraiser classification differs from this class in that the focus of the appraisal work at the fifth level is appraisals of major, heavy industrial & manufacturing properties of a highly complex nature often with large inventories of complex machinery and equipment.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Conduct sales research and significant analyses and develop adjustments to local market data within their specialty area/track.

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- Plan implement and oversee the appraisal business processes (e.g. annual physical valuation, annual adjustment (AA), new construction and appeal response processing) including evaluating and improving existing procedures; develop business process instructions for appraisers.
- Utilize approved department cross training plans to implement cross training opportunities within the Assessor's Office.
- Review results of annual adjustments developed by appraisal staff; research and test new approaches to statistical mass appraisal processes; recommend procedural changes
- Review and monitor new construction appraisal using quality control and production reports and appraisal expertise; insure consistency in the database. Provide real time feedback by riding with staff in the field conducting inspections.
- Prepare and present sensitive cases to the Board of Equalization; review BOE/BTA cases of other appraisers and provide appraisal coaching to assist the appraiser in developing their appeal response skills; develop and recommend new procedures for appeals
- The Commercial Appraiser IV conducts diverse, difficult and technical valuations of commercial/industrial lands, residential properties located on commercial/industrial zoned land, multi-family, commercial, and light industrial improvements, including machinery and equipment pertaining to commercial operations; analyze sales involving considerable contact and interaction with Realtors, builders, lending agencies and others; determine market rent rates, capitalization rates and other income information.
- The Residential Lead Appraiser IV leads a team of appraisers in lower classifications; coaches team members in the appraisal business processes to build the knowledge, skills, attitudes and abilities necessary for the appraiser to be successful in their job; provides clarification of team and office goals in a supportive and positive manner, encourages and leads by example in creating a collaborative team environment. Lead Appraisers provide information/input to management about the performance of appraisers in lower level classifications, but they are not authorized to conduct employee performance appraisals.
- The Residential Lead Appraiser IV is responsible for learning, understanding and managing the pertinent areas of both the CAMA model and cloud based solutions that affect valuation output. Examples are: Run mass updates, modify or add improvement cost tables or work with the DISC (Department Information Systems Coordinator) to do so, create and edit land tables, analyze, create and edit depreciation schedules, add AA (Annual Adjustment) indexes, modify values and/or property characteristics using stored procedures provided by IT and similar technical activities designed to accomplish the appraisal duties of the Assessor's Office.
- Perform related property appraisal work and other duties as assigned.

## **QUALIFICATIONS**

**Education and Experience:** An associate's degree with major course work in business administration, real estate, appraisal, economics or a related field and five to ten years prior appraisal experience required. A bachelor's degree is preferred. Appraiser accreditation issued by the Department of Revenue must be achieved within six months of appointment. For the Residential Lead track, certification by the state Department of Licensing (DOL) as a Residential Real Estate Appraiser and 1 to 2 years of management or Lead Worker experience is preferred. For the Commercial track, certification by the state DOL as a General Real Estate Appraiser is preferred.

**Knowledge of:** principles and practices of appraisal methods and techniques; CAMA modeling; principles of construction, including building materials; various desktop and cloud based computer applications such as mapping, spreadsheet, database and word processing programs; real estate laws and regulations; communications skills needed to provide feedback to employees following review of work; business practices applicable to employees interacting with clients and others within the business and government community; establishing and determining values; statistical methods and mathematics.

**Ability to:** apply appraisal principles and techniques to complex property valuations; read and interpret laws, legal descriptions, blue prints, maps and property descriptions; adapt or incorporate legal and legislative changes to the CAMA system or business processes; research, analyze and reconcile appraisal information; develop and write detailed, concise information of complex appraisal information including business process instructions and guidelines; evaluate and propose new procedures and explain procedures to others; establish and maintain effective working relationships with a wide variety of others encountered in the course of work.

Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents work in an office setting and in the field. Essential field tasks include conducting physical property inspections requiring that the appraiser be able to drive a personal vehicle to assigned properties, take photos, measure buildings, traverse uneven, bumpy or sloped terrain to walk around properties that may be under construction, and determine property characteristics and influences. Appraisers conducting field tasks must be able to work alone in rural, remote locations as well as urban centers utilizing a vehicle as their mobile office for more than six hours a day. Essential tasks within the office involve sitting for long periods to complete assignments, attending meetings, participation in team building exercises and peer collaboration; use of: a telephone system via computer software and headsets, personal computers, tablets, copiers, and on-line terminals.

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