Clark County, Washington

APPRAISAL ANALYST

The Appraisal Analyst performs statistical analyses of appraisals and sales and prepares reports and statistical summaries for use in real property appraisals. The work involves applying considerable appraisal knowledge to gather and evaluate statistical data, translating data into formats used to prepare complex reports using computer based systems.

CLASSIFICATION DISTINCTIONS

This is the first level in the Appraisal Analyst classification. At this level, incumbents are expected to have a general understanding of appraisal methodologies to research, verify, and analyze data to improve the equity of property valuations under a mass appraisal model. The class is distinguished from the higher level by the extent of independence and complexity of tasks. Responsibilities at the Senior level include leading projects, identifying and implementing operational improvements as well as having advanced knowledge of the Computer Assisted Mass Appraisal (CAMA) system and peripheral applications.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Conduct statistical analyses of appraisals in relation to appraisal standards, cost data, sales data and department goals.

- Select and statistically analyze real estate sales and make recommendations to user groups regarding such things as property values, assessment uniformity, and market trends.

- Review real estate excise tax documents, applying Department of Revenue guidelines and IAAO standards to determine sale quality; input sales data into CAMA system.

- Audit data processing reports to investigate and correct discrepancies.

- Assist with complex appeals and hearings with the Board of Equalization and State Board of Tax Appeals.

- Perform general appraisal duties to support office programs and mandated functions of the Assessor's Office.

- Perform related duties are required.

Clark County, Washington

QUALIFICATIONS

Education and Experience: An associate's degree with course work in business administration, real estate, appraisal, economics, accounting, statistics or other related field and three to five years prior appraisal experience involving the use of computer systems and statistical analysis. A bachelor's degree is preferred. Appraiser accreditation issued by the Department of Revenue must be achieved within six (6) months of appointment. Certification from the Washington State Department of Licensing as a General or Residential Real Estate Appraiser is also preferred.

Knowledge of: principles and application of residential and commercial appraisal techniques; property appraisal and revaluation legislation, statutes and requirements; principles and elements of computer programming, personal computers and available software packages; mathematical theories and principles such as interpolation, extrapolation and sampling; techniques of statistical analysis; written presentation techniques and communication skills needed to provide information to employees.

Ability to: apply knowledge of residential and commercial appraisal techniques to the analysis of appraiser and sales data; analyze data, statistics, computer programs, and information needs and draw conclusions; use and explain the use of various computer software programs; prepare and present clear and concise reports; interpret and apply appraisal techniques to data processing systems; communicate clearly, both orally and in writing; establish and maintain effective working relationships with appraisers, realtors, contractors, computer programmers and others. Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

WORK ENVIRONMENT AND PHYSICAL DEMAND

The work in this class is accomplished primarily in an office setting. Some work necessitates operating a personal vehicle to travel to inspect properties throughout the County. Other essential tasks include spending significant portions of the work day at a computer terminal, extensive use of the telephone, reviewing and working with complex statistics and other forms of data.