Stevens County
Job Description

Job Title: Real Property Appraiser Trainee
FLSA: Nonexempt
Union: STC Union
Department: Assessor's
Reports To: Stevens County Assessor
Salary Level: Grade I
Prepared Date: 09/23/2005
Approved Date: 10/11/2005

SUMMARY
The Real Property Appraiser Trainee does not have their Appraisal Certificate of Accreditation, he or she will be under the direct supervision of the Chief Appraiser while learning and performing the essential duties and responsibilities of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES in the following areas:

Physically inspect land and buildings in assigned areas once every four year revaluation cycle according to state law.

Physically inspect and compute the value of new buildings constructed and new mobile homes annually.

Appraise assigned properties at true and fair market value based on the cost, sales and/or income approach.

Be able to locate, measure, class, calculate size and compute buildings using the correct construction cost manual.

Collect and substantiate land and building data.

Be able to meet with the property owners at their homes and diplomatically discuss the characteristics of their property which will be used to help determine the assessed value of the property for taxation purposes.

Prepare, enter and direct initial computer entry of appraisals.

All appraisals will be reviewed by the Chief Appraiser.

Employee must understand legal descriptions and locate the property both on maps and physically in the field.

Perform other duties and attend meetings and training sessions as directed or assigned by the Assessor and/or required by the state professional standards.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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

Ability to understand the repair and remodeling of buildings and improvement of land, and in the significance of locality and area to the value of real property. (RCW 36.21.015)

Ability to understand the standards for appraising property set forth by the department of revenue and meet other minimum requirements specified by department of revenue rule. (RCW 36.21.015)

Must have good productive work habits; very legible handwriting; ability to adhere to steady productive work routine without supervision. Other work as necessary or required by changing laws and rules.

To successfully perform this job the employee is required to operate a motor vehicle, computer, printer, measuring tape, camera, phone, calculator, typewriter and copy machine.

COMPUTER SKILLS
To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES, REGISTRATIONS
Employee must be able to obtain, within 18 months from date of employment or sooner, a valid Appraisal Certificate of Accreditation from the Washington State Department of Revenue and a valid Washington State Driver's License.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or
crawl. Must be able to enter and exit 4-wheel drive vehicle: at times walk and/or climb long
distances. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or
move up to 50 pounds. Specific vision abilities required by this job include close vision, distance
vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee frequently works in outside weather
conditions. The employee occasionally works near moving mechanical parts. The employee is
subject to the potential hazards of every piece of property.

On a regular basis employee must individually face hostile and potential criminal behavior outside
of the courthouse.

When checking around construction sites the employee may be exposed to electrical wires, ditches,
power cords, large and small construction moving equipment and fumes or airborne particles. It
may be necessary to walk in precarious places to perform the inspection.

The stress level associated with this position is high. While performing the duties of this job, the
employee frequently works alone in remote areas and must contend with the possibility of
confrontations with bears or cougars, dog bites, snake bites, the discovery of drug labs and/or
marijuana crops, which are protected by property owners with firearms and booby traps.

The stress level is very high when the property owners are informed each year of changes in
property values. Some owners are hostile and verbally abusive. If owners submit petitions to
appeal their valuations, the appraiser must defend his/her values before a County Board of
Equalization and, if necessary, at a State Board of Tax Appeals hearing. In all of these
circumstances, the employee must maintain a professional demeanor and be able to effectively
explain the valuation process.

The appraiser work room is in the basement of the courthouse. There is a constant vibration and
loud, humming noise from the courthouse heating and air conditioning systems. The exposed noisy
pipes that carry steam, water and chemicals are not sound-insulated or concealed in any manner.