

**Walla Walla County  
Position Description**

**JOB TITLE:** Residential Appraiser/Analyst I

**DEPARTMENT:** Assessor's Office

**REPORTS TO:** Appraisal Supervisor

**PAY GRADE:** 3, Full time (37.5 hrs./wk.); Courthouse Union; Benefits Apply

**JOB SUMMARY:** Performs real property appraisals requiring a high degree of accuracy, judgment, interpersonal skills, written and oral communication skills, analytical skills, ability to work independently and good work ethics. Will estimate the market value of residential properties using mass appraisal statistical and analytical practices.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL FUNCTIONS:**

- Appraise real property in Walla Walla County on scheduled cycles.
- Determine quality, condition and effective age of the home.
- Determine physical, functional and economic depreciation of the home and how it affects its market value.
- Analyze the economics of the neighborhood and the effects on values.
- Analyze market sales data to determine market value for properties.
- Utilize computer-based appraisal program to record values/information on properties.
- Perform all functions in field appraisal work including measure structures, use of digital camera for pictures, completing drawings/sketches of property.
- Drive vehicle to and from appraisal locations.
- Discuss with the taxpayer the mythology and the market value regarding the assessment.
- Uphold and defend value at the local Board of Equalization and Washington State Board of Tax Appeals.

**EXAMPLE OF DUTIES:**

- The appraiser will learn to utilize the Marshall-Swift Residential Cost Handbook.
- The appraiser will use an excel spreadsheet to analyze data and set values.
- Measure the exterior of homes to determine their gross square footage.
- Determine depreciation of home.
- Determine economic factors in the neighborhood.
- Appraiser will use a digital camera and complete computer assisted drawings of each property inspected.
- Appraiser will use the current appraisal program.
- Discuss value/s with the taxpayer.

**EQUIPMENT TO BE USED:**

The appraiser will use a tape measure, digital camera, graph paper, computer, County vehicle, and other office equipment.

**WORK ENVIRONMENT/PHYSICAL ABILITIES:**

- Work is performed in both the outside environment, in various kinds of weather, and in an office setting.
- Must be able to lift up to fifty (50) pounds.
- Sit, stand, and walk in varying time segments. Must negotiate uneven surfaces.

**KNOWLEDGE/ ABILITIES:**

- Ability to utilize computer skills including keyboarding and knowledge/ability in Excel spreadsheet use.
- Ability to follow instructions.
- Ability to make basic mathematical computations and tabulations accurately and with speed.
- Ability to read and understand building construction plans, specifications, and blueprints.
- Ability to read and understand maps and legal descriptions.
- Ability to meet the public and represent the county in the professional manner.
- Ability to express oneself effectively, orally and in writing.

**EDUCATION/EXPERIENCE:** Two years of college and High School Diploma or equivalent required. Not required but preferred; be bi-lingual, have a construction, appraisal, cost estimating, real estate and/or legal description experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must successfully pass a background check and a driving record check. A valid Driver's License is required. Must acquire a Washington State Appraisal Certification within one (1) year of employment and National Uniform Standards of Professional Appraisal Practices Certification within two (2) years of employment. Must maintain continued education requirements in accordance with RCW 18.140. Must be bondable.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**