



Kittitas County, Washington
Employment Opportunity

Posted: 1/5/2024

Closes: when filled

APPRAISER I

The Kittitas County Assessor's Department is currently seeking qualified candidates for the position of Appraiser I. This is a full-time, non-exempt, benefits-eligible, union position. The Property Appraiser I is responsible for learning, practicing, and applying knowledge and skills needed to appraise the value of property. In this training level position, incumbents will perform the following tasks: physical inspections, sales research, annual adjustments, new construction appraisal, and preparation of cases for the Board of Equalization.. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is open until filled.

SALARY RANGE

\$4,798 - \$4,917 per month.

ESSENTIAL FUNCTIONS

- Collect and analyze property sales information and research sales information to verify sales quality.
- Initially under close supervision, inspect real property by field visits; verify data base characteristics, input data and document change.
- Learn principles of mass appraisal and how to conduct annual adjustment using statistical studies and data to adjust property values.
- Under close supervision, physically inspect new construction properties involving verification of structural quality and characteristics and preparation of building drawings and photographs.
- Listen and respond to property owner concerns; verify accuracy of property records; refer the property owner to the appropriate individual.
- Develop capabilities utilizing field computers for data collection and desktop computers for data analysis.
- Conduct initial research in preparation for appeals to the Board of Equalization.
- Operate County vehicles to reach designated properties.
- Perform related property appraisal work.

OTHER FUNCTIONS

- Progress towards obtaining Washington State Department of Revenue Real Property Assessment Accreditation.
- Attend Department of Revenue sponsored land, commercial, industrial, residential, Board of Equalization, current use and forest land continuing educational schools, seminars, and meetings. Perform any assignments requested by the Assessor or Lead Appraiser.



- General office duties and other department related duties as assigned.

MINIMUM QUALIFICATIONS

- An associate's degree with major course work in business, math, or a related field from an accredited college or university.
- Equivalent education/experience may substitute for formal education requirement (AA Degree) at the discretion of the Assessor.
- Valid Washington State Driver's License.
- First Aid and CPR certification or ability to obtain certification within six (6) months of hire.
- Must be able to obtain Washington State Department of Revenue Real Property Assessment Accreditation within two (2) years of hire as an Appraiser I.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Ability to learn and apply appraisal skills, and take direction from others.
- Basic computer knowledge in Microsoft Office programs and experience with word processing, spreadsheets and databases.
- Ability to learn computer appraisal programs and other programs specific to the office or County quickly.
- Ability to perform basic mathematical calculations.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.
- Ability to interact with a diverse population, including difficult or confrontational property owners.

PREFERRED QUALIFICATIONS

- Bachelor of Science degree or higher in business or statistics from an accredited college or university.
- Three (3) months or more of experience with appraisal principles as may be acquired in technical appraisal related positions.

WORKING CONDITIONS

Work is performed in a standard office setting and a variety of outdoor environments. Exposure to inclement weather, including temperature extremes, and windy/dusty conditions will occur, as well as occasional exposure to angry or confrontational property owners, dogs, and insects. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing uneven and/or rugged terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate clearly in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment (PPE) must be worn when required for employee safety.



The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular and reliable attendance and punctuality are required. Regular travel within the County is required to perform the duties of Appraiser I; must have the ability to safely operate a motor vehicle in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references
4. Supplemental exam answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe your experience and training that uniquely qualifies you for the position of Appraiser I with the Assessor's Office. Be sure to include any experience with appraising property and any technical skills you may have.
2. Explain why real estate appraisal interests you and the personal traits you have that would help you succeed as an appraiser.
3. An appraisal position in the Assessor's office consists of in-office work as well as outdoor field work for physical inspection of properties. Describe any experience you may have in working outdoors including type of work and volume of work. If you do not have outdoor work experience describe why working outside would appeal to you?
4. Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.
5. Appraisers represent the Assessor as they conduct field inspections, operate in the public eye, and develop appraisals that could impact an individual's property taxes. Discuss the principles of ethics and integrity and their application that you think the Assessor should expect from his representatives.