



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Assessor's Office

Position: Residential Appraiser/Analyst I or II
Salary Range: Residential Appraiser/Analyst I \$3,682 to \$4,935; DOQ, DOE
 Residential Appraiser/Analyst II \$3,934 to \$5,273; DOQ, DOE
Location: Assessor's Office
Employment Type: Full-time (37.5 hours/week); FSLA non-exempt
 Courthouse Union, Benefits Apply
 Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](#) for detailed benefits information.

Brief Duties and Responsibilities: 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.

Working Environment/Physical Abilities: Work is performed in both the outside environment, in various kinds of weather, and in an office setting. The individual must be able to lift up to 50 lbs. Sit, stand, and walk in varying time segments. Negotiate uneven surfaces.

Minimum Qualifications: Residential Appraiser/Analyst I: 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. 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.

Residential Appraiser/Analyst II: High School Diploma or equivalent, two years of college and three years' experience as a Washington State Accredited Appraiser required. Not required but helpful, be bi-lingual, have construction, appraisal, cost estimating, real estate, or legal description experience. Must successfully pass a background check and a driving record check. A valid Driver's License is required. Washington State Appraisal Certification and National Uniform Standards of Professional Appraisal Practices certification required. Must maintain continued education requirements in accordance with RCW 18.140. The appraiser must be bondable.

For Application: Application, resume, and cover letter required.
THE SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT

**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 the quality, condition, and effective age of the home.
- Determine the 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 vehicles 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 a 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 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.

[APPLY NOW](#)

Walla Walla County Position Description

JOB TITLE: Residential Appraiser/Analyst II

DEPARTMENT: Assessor's Office

REPORTS TO: Appraisal Supervisor

PAY GRADE: 4, 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. Employee 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 the quality, condition, and effective age of the home.
- Determine the 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/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 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.
- The individual must be able to lift up to 50 lbs.
- Sit, stand, and walk in varying time segments. 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 a professional manner.
- Ability to express oneself effectively, orally and in writing.

EDUCATION/EXPERIENCE: High School Diploma or equivalent, two years of college and three years' experience as a Washington State Accredited Appraiser required. Not required but helpful, be bi-lingual, have construction, appraisal, cost estimating, real estate, 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. Washington State Appraisal Certification and National Uniform Standards of Professional Appraisal Practices certification required. Must maintain continued education requirements in accordance with RCW 18.140. The appraiser must be bondable.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

[APPLY NOW](#)