

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Residential Appraiser I

JOB CLASSIFICATION Residential Appraiser I

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 188.167-010

DOT TITLE Appraiser

DEPARTMENT Assessments

DIVISION Residential Appraisal

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 75-80

CONTACT'S NAME & TITLE Joni Shirer, Administrator

CONTACT'S PHONE 206-296-5199

ADDRESS OF WORKSITE

900 Oakesdale
Renton, WA

VRC NAME Kyle Pletz

DATE COMPLETED 9/3/03

DATE REVISED 9/25/07

WORK HOURS

35 hour per week, 7:00am to 4:15pm. Shifts may vary.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Optional on a Rare occasion. Up to 225 hours per year.

JOB DESCRIPTION

Determining the true and fair market value of real property in accordance with Federal, State and local regulations. This includes field data collection and analysis for tax assessment purposes utilizing a wide range of mass appraisal methods and techniques. Duties also include addressing taxpayers concerns at the public information counter, telephone inquiries, and preparation and defense of tax appeals.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

1. One year of residential appraisal experience within the last 5 years **AND 70 college level classroom hours** of appraisal courses approved by the Washington State Department of Licensing
OR
2. Three years real estate sales experience within the last 5 years **AND 70 college level classroom hours** of appraisal courses approved by the Washington State Department of Licensing
OR
3. Two Year degree in Math or Real Estate
OR
4. Two years of job experience in statistical or economic analysis
OR
5. Four years of job experience in a combination of economic, statistical or Real Estate Analysis
OR
6. Four year college degree with at least **15 credits in Real Estate, statistics**, or a combination or both.
7. One year of current experience working in an Assessor's Office **AND 70 college level classroom hours** of appraisal courses.

Possession of an Assessor's Accreditation Certificate as required by the State of Washington or the ability to obtain accreditation within six months of hire. The successful candidate must possess and maintain a valid Washington State Driver's License. Employees in this classification are expected to drive their personal automobile on field assignments. Offers of employment are made subject to the successful passage of a physical examination. The successful candidate will serve a six month probationary period as an extension of the selection process however this probationary period may be extended to twelve months.

ESSENTIAL FUNCTIONS

1. Performs physical inspection of all residential properties for assurance of consistent and correct data.
2. Determines market value considering the sales comparison and cost approaches utilizing mass appraisal and statistical techniques.
3. Prepares and maintains work records and documents.
4. Explains assessment policies and procedures to taxpayers.
5. Prepares and defends appraisals before county and state boards of appeals.
6. Drives a personal vehicle to assessment locations.

NON-ESSENTIAL FUNCTIONS

Perform GIS and mapping research.

PERSONAL PROTECTIVE EQUIPMENT USED

Rubber boots, clipboard, and hard hat.

OTHER TOOLS & EQUIPMENT USED

Computer, fax machine, copy machine, telephone, personal vehicle, blue prints, laptop/tablet computer, luggage cart, various maps, aerial photographs, various databases and spreadsheets, tape measure, clipboard and digital camera.

DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as light to medium

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

COMPREHENSION

Articulating and comprehending information in conversations

Continuously while conversing with coworkers, receiving instructions for procedures, attending meetings and interacting with homeowners.

Health Care Provider initial here if the above activity is restricted _____

Reading, comprehending, and using written materials

Continuously while reviewing taxpayer appeals, utilizing e-mail, reviewing documents etc.

Health Care Provider initial here if the above activity is restricted _____

Understanding and solving problems involving math and using the results

Continuously while calculating property valuations, utilizing mathematical models and reviewing documents for errors.

Health Care Provider initial here if the above activity is restricted _____

Using technology/instruments/tools & information systems

Continuously while using tablet/laptop computer, queries, email and various software programs including Excel, Word, and assessor created applications.

Health Care Provider initial here if the above activity is restricted _____

Working with two and three dimensional formats

Continuously while reading building plans and measuring residences.

Health Care Provider initial here if the above activity is restricted _____

REMEMBERING

Remembering spoken instructions

Continuously while performing job functions provided by management.

Health Care Provider initial here if the above activity is restricted _____

Remembering written instructions

Continuously while receiving instructions for procedures, instructions for GIS, instructions for applications for real property etc.

Health Care Provider initial here if the above activity is restricted _____

Remembering visual information

Continuously while determination location, quality of construction etc when performing assessments.

Health Care Provider initial here if the above activity is restricted _____

Recalling information incidental to task at hand

Continuously while determination location, quality of construction etc when performing assessments.

Health Care Provider initial here if the above activity is restricted _____

Memorizing facts or sequences

Continuously while utilizing procedures for assessing properties, such as drawing floor plan in v-cadd, attaching pictures etc.

Health Care Provider initial here if the above activity is restricted _____

Remembering simple instructions

Continuously while receiving instructions for daily assignments/goals.

Health Care Provider initial here if the above activity is restricted _____

Remembering detailed instructions

Continuously while receiving instructions for procedures, instructions for GIS, instructions for applications for real property etc.

Health Care Provider initial here if the above activity is restricted _____

LEARNING & PROCESSING

Effectively learning and mastering information from classroom training

Occasionally while attending trainings and applying the material to regular job functions.

Health Care Provider initial here if the above activity is restricted _____

Effectively learning and mastering information from on-the-job training

Continuously while handling situations such as destroyed property, new construction in progress etc.

Health Care Provider initial here if the above activity is restricted _____

Learning from past directions, observations, and/or mistakes

Continuously while conducting accurate assessments.

Health Care Provider initial here if the above activity is restricted _____

Using common sense in routine decision making

Continuously while conducting accurate assessments.

Health Care Provider initial here if the above activity is restricted _____

Recognizing and anticipating potential hazards and taking precautions

Continuously while performing inspections at construction sites and private residences.

Health Care Provider initial here if the above activity is restricted _____

Thinking critically and making sound decisions

Continuously while conducting accurate assessments as well as when identifying potentially hazardous situations.

Health Care Provider initial here if the above activity is restricted _____

Integrating ideas and data for complex decisions

Continuously while completing assessments of the land, analyze sales and completing accurate assessment reports.

Health Care Provider initial here if the above activity is restricted _____

Determining and following precise sequences

Continuously while completing assessments of the land, analyze sales and completing accurate assessment reports.

Health Care Provider initial here if the above activity is restricted _____

Coordinating and compiling data and information

Continuously while looking for consistent data collection and valuation.

Health Care Provider initial here if the above activity is restricted _____

Analyzing, synthesizing data and information

Continuously while analyzing sales data to arrive at market value.

Health Care Provider initial here if the above activity is restricted _____

TASKING & PLANNING

Performing repetitive or short-cycle work

Rarely while performing computer work.

Health Care Provider initial here if the above activity is restricted _____

Working under specific instructions

Occasionally while completing reports, addressing grades etc.

Health Care Provider initial here if the above activity is restricted _____

Completing complex tasks

Frequently while performing calculations, model building and determining when model is not accurate for certain property types as well as looking at variables and determining market values.

Health Care Provider initial here if the above activity is restricted _____

Multi-tasking

Continuously while conducting taxpayer inquiries, adjusting to work environment/priorities, etc.

Health Care Provider initial here if the above activity is restricted _____

Planning, prioritizing, and structuring daily activities

Continuously while meeting time lines for inspecting groups of properties assigned.

Health Care Provider initial here if the above activity is restricted _____

MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE

Maintaining predictable and reliable attendance

Is necessary every day in order to complete work activities within designated timelines.

Health Care Provider initial here if the above activity is restricted _____

Being punctual

Is necessary every day in order to complete work activities within designated timelines.

Health Care Provider initial here if the above activity is restricted _____

USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT

Receiving criticism and accepting limits appropriately

Continuously while performing job duties and maintaining accurate work product.

Health Care Provider initial here if the above activity is restricted _____

Maintaining emotional control and organization under increased stress

Continuously while dealing with potentially hostile or angry taxpayers.

Health Care Provider initial here if the above activity is restricted _____

Maintaining socially appropriate affect, temperament, and behavior

Continuously while interacting with taxpayers and coworkers.

Health Care Provider initial here if the above activity is restricted _____

Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome

Continuously while performing job duties and maintaining accurate work product.

Health Care Provider initial here if the above activity is restricted _____

Working independently and/or unsupervised

Continuously while performing field work.

Health Care Provider initial here if the above activity is restricted _____

Adapting to frequent interruptions, changes in priorities, or changes in work location

Continuously while performing field work.

Health Care Provider initial here if the above activity is restricted _____

Responding effectively to emergency situations

Occasionally while identifying potential hazards in the field and reacting to traffic hazards while driving.

Health Care Provider initial here if the above activity is restricted _____

ENVIRONMENTAL FACTORS

Work is performed in the field in both a rural and urban setting, as well as a portion of the work in an office setting. Weather is a major factor in the performance of the work, considering rain, wind, snow and temperature. Traffic plays a major role in conditions of the job. The worker traverses uneven terrain with many tripping hazards. The employee also works near rivers and streams and may traverse through undeveloped land ditches or construction sites traverse hillsides, steep slopes, and shorelines. The noise level varies from quiet to loud.

The noise level is

Approximately 50-130 decibels. The noise is caused by construction equip.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

- Outside weather: Frequently
- Wet: Occasionally
- Humidity/dampness: Rare
- Fumes: Occasionally
- Odors: Occasionally
- Dusts: Frequently
- Mists: Occasionally
- Gases: Rare
- Moving mechanical parts: Frequently
- Vibration: Frequently
- Working in high, exposed places: Frequently
- Toxic or caustic chemicals: Rare

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

- A cart is available to reduce carrying.
- Using a tablet computer instead of a laptop can reduce lifting/carrying.
- Using a tablet computer instead of paperwork can reduce lifting/carrying.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date