



# 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 Vebea 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](http://www.walla-walla.co.wa.us) 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. Job description is available on our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) where you can apply online.

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**



## GENERAL INFORMATION FOR APPLICANTS

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

## APPLICATIONS

**FILING OF APPLICATION:** Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

**CHANGE OF ADDRESS:** Applicants are responsible for notifying the hiring department of any change of address or telephone number.

**NOTIFICATION:** Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

## EMPLOYMENT

**ELIGIBILITY LISTS:** Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

**Mailing Address:**  
Human Resources/Risk Manager  
P. O. Box 1506  
Walla Walla, WA 99362

**Human Resources/Risk Manager**  
314 W Main Street, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
Fax: (509) 524-2603  
Web site: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)

**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.**

**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 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.
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