

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 Oaksdale
Renton, WA

VRC NAME Kyle Pletz

DATE COMPLETED 9/3/03

DATE REVISED 6/2/09

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, worksheets, various maps, aerial photographs, various databases and spreadsheets, tape measure, clipboard and digital camera.

PHYSICAL 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.

Standing

Health Care Provider initials if restricted _____

Frequently on all conceivable surfaces including uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 45 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while conversing with property owners and co-workers, performing field inspections, performing library research and copying files.

Walking

Health Care Provider initials if restricted _____

Continuously on all conceivable surfaces including uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for distances of up to 2 miles at a time for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing field visits, assessments and inspections indoors and outdoors.

Sitting

Health Care Provider initials if restricted _____

Continuously on an automobile seat, office chair and conference room chair for up to 2.5 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while driving a personal vehicle (as far as Skykomish), performing data transfer duties, attending meetings, attending trainings and performing computer work.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time while climbing up to 6 flights for up to 20 minutes total in a work shift. Most commonly occurs while entering, exiting and inspecting owner properties.

Climbing

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while traversing ditches and job sites, new homes without steps and uneven terrain when conducting field visits.

Balancing

Health Care Provider initials if restricted _____

Occasionally to Continuously for up to 2.5 hours at a time for up to 1.5-6.5 hours total in a work shift. Most commonly occurs while traversing steep slopes, vegetation, job sites, unfinished new homes, old decks, moss covered driveways and uneven terrain when conducting field visits. Time spent balancing varies based upon duties and time of the year. During certain parts of the year employees can spend almost the entire shift traversing uneven ground (approximately a 4-month period).

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while measuring homes.

Bending neck down

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 30 minutes at a time for up to 7.5 hours total in a work shift. Most commonly occurs while writing, reading documents, performing computer duties and performing data transfer.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 2 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while manipulating files in lower drawers and loading paper in the copy machine as well as measuring properties inspecting homes, getting in and out of the car, and getting equipment out of the car.

Kneeling

Health Care Provider initials if restricted _____

Rare on carpet and linoleum surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while manipulating files in lower drawers and on lower shelves.

Squatting

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while manipulating files in lower drawers and looking under decks as well as measuring properties.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving a personal vehicle for site visits.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while manipulating files in upper file cabinets and shelves as well as measuring and moving obstructing objects on owner properties.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while driving a personal vehicle, performing computer duties and manipulating documents and files.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift while manipulating files in lower drawers and on lower shelves as well as when measuring owner properties.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift while manipulating files in lower drawers and on lower shelves as well as when measuring owner properties.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while manipulating files, documents, laptop/tablet computer, safety equipment, tape measure, clipboard, office supplies and a digital camera.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Frequently for distances of up to 1 mile for up to 2.5 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting files, documents, laptop/tablet computer, safety equipment, tape measure, clipboard, office supplies and a digital camera as well as performing inspections. Carrying may vary based upon job duties such as physical inspections of properties which may require carrying up to 2.5 hours per day up to 7 hours total in a shift.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating boxes of documents and bag with a laptop/tablet computer in it.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 4 blocks for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting boxes of documents and bag with a laptop computer in it. Carrying 11-20 pounds can be reduced or eliminated by utilizing a luggage cart.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 21-30 pounds while manipulating boxes of folios and bag with a laptop computer in it.

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 4 blocks for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 21-30 pounds while transporting boxes of documents and bag with a laptop computer in it. Carrying 21-50 pounds can be reduced or eliminated by utilizing a luggage cart.

Pushing and Pulling

Health Care Provider initials if restricted _____

Rare for up to 5 minutes at a time with a force of 2-9 pounds for up to 20 minutes total in a work shift while opening and closing file drawers, utilizing a luggage cart and moving brush/objects out of the way when performing site visits.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while manipulating files, documents, scanning, measuring tape, maps, reference manuals, aerial photos, luggage cart, binders, tablets, laptops, camera, clip board, hardhat, and telephone as well as when driving.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while driving a personal vehicle, performing data transfer duties and using a computer mouse and tablet stylist.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while manipulating files and documents, using the copy machine, performing data transfer, using the fax machine, writing and performing computer work.

Talking

Health Care Provider initials if restricted _____

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers, explaining assessment policies and procedures to taxpayers and defending appraisals before county and state boards of appeals.

KING COUNTY JOB ANALYSIS COMPLETED ON: 9/25/07

JOB TITLE: Residential Appraiser

DOT #:

EMPLOYEE:

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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