

**Washington County**  
Job Description

**Job Title: Senior Appraiser**

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Exempt (Y/N): No

Department: Assessor

Date REVISED: August 2015

Supervisor: Chief Deputy of Real Estate

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**Summary:**

The Senior Appraiser is responsible for the supervision of the appraisal staff (field and office personnel) in the Assessor's office to ensure all real estate is assessed properly within Washington County. The Senior Appraiser must be able to perform market research within Washington County for the purpose of taxation, and to direct revaluation programs. Is required to be competent in all functions of the Assessor's office as well as appraisal of residential, commercial, industrial, all types of real estate acreage and personal property, and must be able to represent and interpret all policies and procedures. This individual uses various appraisal evaluation forms, including: market approach, cost approach, and other approved methods for ad valorem appraisal. The Senior Appraiser must ensure that all functions are performed efficiently and in a professional and timely manner. Will audit all types of assessments, appraise county owned property, and participate in the operations of the office by assisting in all duties as needed. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations. Must be able to interpret the legislation affecting property valuation. Ensure each situation is handled according to County policies. This position is responsible for maintaining accurate real estate records in excess of \$14.1 billion in appraised property value throughout the County.

**Essential Duties And Responsibilities** include the following. Other duties may be assigned.

1. Drive a county vehicle, locate, measure, and grade improvements.
2. Price land (improved and unimproved) using comparable sales (urban and suburban) and soil productivity (rural).
3. Perform research on current market (sales) and calculate appraisals for commercial and industrial properties using any of the accepted methods of property appraisal.
4. Assist with land splits, locating improvements, and correcting mapping errors, and researching old deed records if necessary.
5. Assist call-in and walk-in customers with real estate, appraisal and valuation questions.
6. Defend appraisals at Equalization Board, County and Circuit Court hearings and/or trials, as necessary.

7. Ensure that all information requested by ACD, taxpayers, tax consultants, and others is accurate and available.
8. Oversee the training (established training programs and on the job), and assist less experienced appraisers in valuation, appraisal, and office operations.
9. Grade and judge the depreciation of improvements.
10. Calculate land values from sales.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
12. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
13. Audit assessments, real estate and personal property to correct errors to ensure all appraisals are accurately performed for the proper determination of values.
14. Communicate with customers one on one to explain valuations and assessment policies and in telephone conversations and written correspondence.
15. To be knowledgeable of all legislative amendments and state regulations affecting the valuation of property.
16. Pick up and receive building permits from the cities and organize the permits to aid in the discovery of new property to be assessed.
17. Establish neighborhoods for valuation purposes, correlate data from market research for statistical purposes.
18. Establish and maintain accurate values by constantly monitoring market activity.
19. Analyze appraisal reports based on cost, market, or income approaches to value and analyze estimates of values presented by customers, tax representatives, and attorneys.
20. Strive to maintain the 20% sales ratio to receive state turn back funds.

**Supervisory Responsibilities:**

Will carry out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems. When needed, will follow Assessor's disciplinary policy and procedure – using FORM PIP Created 8/20/15

**Qualification requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Minimum of high school diploma or general education degree (GED); 2 years prior assessment experience required or college degree in a related field; completion of State Certification requirements – ACD courses 1,2,3, and 4; Completion and passing of exams for applicable IAAO courses. The incumbent must hold Level IV appraisal certification as designated by the State of Arkansas.

**Other Skills And Abilities:**

The incumbent should possess computer, keyboarding, and math skills; have knowledge of modern office practices, procedures, and equipment; and have strong written and verbal communication skills. Dexterity is necessary to use a 100' tape and other measurement tools effectively.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk and hear. The employee frequently is required to sit, use hands to manipulate, handle, or feel objects, climb, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and the employee is subjected to outdoor weather conditions frequently.