

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Commercial Appraiser I and Commercial Appraiser II

JOB CLASSIFICATION Commercial Appraiser I and Commercial Appraiser II

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 188.167-010

DOT TITLE Appraiser

DEPARTMENT Assessments

DIVISION Commercial Appraisal

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 25-30

CONTACT'S NAME & TITLE Joni Shirer, Administrator

CONTACT'S PHONE 206-296-5199

ADDRESS OF WORKSITE

500 4th Ave., Room 816

ADM-AS-0708

Seattle, WA 98104

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

Performs field data analysis and determines value on commercial real property for tax assessment purposes.

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

One year of experience as a real estate appraiser or three years of experience in real estate sales, consulting, construction or management **AND** 70 college level classroom hours of appraisal courses approved by the Washington State Department of Licensing, including one course in appraising income producing property. 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. Inspect property, both improved and vacant, to estimate highest and best use. Be able to judge the quality of workmanship and materials of the improvements, understand the implications of site utility, availability and type of utilities, and access to the property.
2. Read and understand building plans and specifications and be able to draw building sketches utilizing the county's CAD program. Study building permits and office records to obtain information regarding factors that determine building section use and gross and net building areas. Update new and relevant physical characteristic data.
3. Research and use sales comparison, cost, capitalization rate development, and income capitalization techniques, as well as understand discounted cash flow analysis to determine market value. Research includes but is not limited to information obtained from taxpayers, published reports, and other sources. The appraiser must be able to use researched material accordingly in the development fair market value estimates.
4. Verify and analyze sales data for valid representation of market value by researching exposure to the market, rental rates, vacancy collection and loss rates, expense rates, and capitalization rates. This analysis includes determining lease type as well as inclusion of personal property, and any other extenuating circumstances applicable to the sale.
5. Value the underlying land as if vacant according to highest and best use analysis. The appraiser must research zoning as well as applicable environmental restrictions and current market rates to determine appropriate land values.
6. The appraiser must be familiar with basic accounting principles, theories, and concepts. Be familiar with and able to reconstruct operating income statements provided by taxpayers. Be able to determine value utilizing a direct capitalization approach as well as understand alternative capitalization methods.
7. Develop income model tables by applying proper rental rates, vacancy and collection loss rates, expense rates, and capitalization rates for all income producing properties in the appraiser's assigned geographic area. The models must further stratify improved parcels according to use, effective age, construction quality, and size.
8. Perform a variety of technical appraising functions, including but not limited to: ratio studies application and interpretation, writing an annual Area Report that includes both land and improved values, develop mass appraisal models for land and improvements, and employ Geographic Information System when applying land values. The appraiser must also be able to research publications utilizing the internet and published material for information relating to commercial properties.

9. Ensure consistency and equality of appraisals by conducting ratio studies before and after revalue. The appraiser must have knowledge of statistical measuring techniques in order to accurately interpret ratio study results.
10. Write a USPAP, Standard 6, compliant report. Commercial properties are reappraised every year, thus the appraiser does not perform statistical updates for the non-physical inspection areas.
11. Prepare and defend values before the King County Board of Equalization, the Washington State Board of Tax Appeals, and the County in courts of law, as required. Appeals must be prepared to defend appraiser derived values as well as taxpayer's concerns. Many appeals require a commercial appraiser to analyze the actual income and support the economic value. The appraiser must support the rental rates, vacancy and credit losses, expense rates, and capitalization rates used in the development of the appraised value.
12. Explain assessment procedures to the taxpayer, attorneys, accountants, other appraisers, CPA's, and agents or representatives.
13. A Commercial Appraiser I will likely be required to assist in the revalue and appeal preparations for the Apartment Crew once all revalue, report writing, and appeals required for the appraiser's geographic area have been completed.
14. Assures consistency and equality of appraisals.
15. Prepares and defends appraisals before the County Board of Equalization and State Board of Tax appeals.
16. Represents the County in a court of law as required.
17. Researches and utilizes market, cost, and income approaches to value including direct and yield capitalization.
18. Explains assessment procedures to taxpayers, attorneys, accountants and agents or representatives.
19. Analyzes sales data for valid representation of market values.
20. Performs a variety of technical appraising functions.
21. Prepare and maintain work and office reports and records.
22. Drives a personal vehicle to assessment locations.

NON-ESSENTIAL FUNCTIONS

Attend counsel hearings at the King County Courthouse,
Performing GIS and mapping research.

PERSONAL PROTECTIVE EQUIPMENT USED

Rubber boots and hard hat.

OTHER TOOLS & EQUIPMENT USED

Computer, fax machine, copy machine, telephone, personal vehicle, blue prints, laptop computer, luggage cart, folios, various maps, aerial photographs, various databases and spreadsheets, tape measure, clipboard camera stand 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_____

Occasionally 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 on 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 _____

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.

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, 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.

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 stylus.

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.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8.75 hours total in a work shift while driving a personal vehicle, conversing with co-workers, explaining assessment policies and procedures to taxpayers and defending appraisals before county and state boards of appeals.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 8.75 hours total in a work shift while reading documents, maps and blue prints as well as performing computer work. Employee also utilizes vision when driving a personal vehicle, identifying locations of parcels and performing site inspections.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8.75 hours total in a work shift while identifying potential hazards while performing site inspections and driving. Dangers can include, but not limited to, potentially hostile persons, construction site hazards, moving machinery, criminal activity, unfinished residences, animals, terrain hazards including slippery surfaces such as mossy decks, walkways,

rockeries, bulkheads, paths, beaches etc. Additional dangers attributed to weather conditions may include falling trees, flooding, and falling rock and debris from slides.

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

HCP Initials if Restricted

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

--

Work environment may include the following exposure(s):

HCP Initials if Restricted

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

POTENTIAL MODIFICATIONS TO JOB

Using a tablet computer instead of a laptop can reduce lifting/carrying.
Using a tablet computer instead of paperwork can reduce lifting/carrying.
Walking stick to assist in balancing when walking on uneven ground.
Sit/stand workstation to reduce sitting and increase standing when performing computer work.
Luggage or utility cart to reduce 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