



**Disability Services
Safety and Claims Management**
 Department of Executive Services
 Human Resources Management Division
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King County Job Analysis Completed on:
7/16/15

Employee:

DOT #: 188.167-010
Job Title: Commercial Appraiser II

Claim # :

JOB ANALYSIS

Job Title:	Commercial Appraiser II	DOT Title:	Appraiser
SVP:	7	DOT #:	188.167-010
Location of Analysis:	500 4 th Ave, 7 th floor Seattle, WA 98104	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Jennifer Hernandez
Presenting VRC:		Employer Contact:	Richard Watson
Date Analysis Completed:	7/16/15	Supervisor Contact Information	Phone: 206-263-2356 E-mail: richard.watson@kingcounty.gov

On-Site Interview Representative

JOB DUTIES:

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

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

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



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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. Assure consistency and equality of appraisals.
15. Prepare and defend appraisals before the County Board of Equalization and State Board of Tax appeals.
16. Represent the County in a court of law as required.
17. Research and utilize 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. Analyze sales data for valid representation of market values.
20. Perform a variety of technical appraising functions.
21. Prepare and maintain work and office reports and records.
22. Drive a personal or County vehicle to assessment locations.



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EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Strong organizational, analytical, communication, and interpersonal skills and the ability to work well within a collaborative, team environment.
- Customer focus with a dedication to integrity, ethics, trust and values.
- A genuine interest and understanding of commercial real estate sectors that may range from high rise office buildings to multi-family housing which may include understanding specialty properties and environmental conditions.
- The ability to read and understand building construction plans, specifications and blueprints with an aptitude for spatial relationships.
- Proficiency and ease in using business productivity tools and cutting edge technology in your everyday work; (We use iPads, Microsoft Office Suite and other assessment related tools.)
- Exceptional listening skills and the ability to keep up with evolving business needs through flexibility and rapid integration of new concepts.
- Confidence in making decisions with problem solving, time management, and organizational skills.
- Any combination of education and/or experience that clearly demonstrates the ability to successfully perform the duties of the position and demonstrate the following:
 - Two (2) years of appraisal experience within the last five (5) years, with at least one (1) year of commercial appraisal experience AND
 - Satisfactory completion of 105 classroom hours of appraisal courses approved by the Washington State Department of Licensing, including at least two (2) courses in the appraisal of income producing properties.

DESIRABLE QUALIFICATIONS:

Certified as WA State General Appraiser; or other relevant, industry professional designations, such as:

- International Association of Assessing Officers (IAAO) Designations, CAE - Certified Assessment Evaluator.
- Appraisal Institute (AI) Designations, MAI - Member Appraisal Institute, SRA - Senior Residential Appraiser.
- American Society of Appraisers (ASA) Designation, ASA - Senior Member of the American Society of Appraisers.
- Or other relevant industry designation.

NECESSARY SPECIAL QUALIFICATIONS:

- Possession of an Assessor's Accreditation Certificate as required by the state of Washington or the ability to obtain accreditation within twelve (12) months of hire.
- Ability to obtain and maintain a valid Washington State Driver License.
- A successful background review and physical examination.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, fax machine, copy machine, telephone, personal or county vehicle, blue prints, tablet, laptop computer, luggage cart, file folders, various maps, aerial photographs, various databases and spreadsheets, tape measure/electronic laser measuring device, measuring wheel, clipboard, rubber boots, hard hat and digital camera.



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	Days Per Week

This is classified as a LIGHT job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	70%					X	On an automobile seat, office chair and conference room chair for up to 2.5 hrs./time for up to 7.5 hrs. total while driving a vehicle (as far as Skykomish), performing data transfer duties, attending meetings, attending trainings and performing computer work.
Standing	15%			X			On all conceivable surfaces including construction sites, 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 min./time for up to 2 hrs. total while conversing with property owners and co-workers, performing field inspections, performing library research and copying files.
Walking	15%			X			On all conceivable surfaces including constructions sites, 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 hrs. at a time for up to 6 hrs. total while performing field visits, assessments and inspections indoors and outdoors.

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 30 sec./time for up to 5 min. total with weights of 3-8 lbs. while manipulating files, documents, laptop/tablet computer, safety equipment, tape measure, clipboard, office supplies and a digital camera. Up to 30 sec./time for up to 5 min. total with weights of 15-20 lbs. pounds while manipulating boxes of documents and bag with a laptop/tablet computer in it.
			3-8 15-20				



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Lifting waist-shoulder	N	S	O	F	C	lbs.	Up to 45 min./time for up to 2 hrs. total with 2-3 lbs./while holding a file and tablet while conversing with property owners and performing field inspections.
			2-3				
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 30 sec./time for up to 5 min. total with weights of 2-7 lbs. while utilizing overhead bins.
		2-7					
Carry (Dist.)	N	S	O	F	C	lbs.	Up to 30 min./time for up to 2 hrs. total 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.
			3-8				
Pushing/ Pulling	N	S	O	F	C	Minimal	Up to 5 min./time with a force of 2-9 lbs. for up to 20 min. total while opening and closing file drawers, rolling fences, utilizing a luggage cart and moving brush/objects out of the way when performing site visits.
		2-9				lbs force	

	N	S	O	F	C	
Climbing		X				Up to 5 min./time while climbing up to 12 flights for up to 30 min. total while entering, exiting and inspecting properties and traversing construction sites. Rarely traverse a ladder for commercial roof access.
Balancing			X	X	X	Up to 30min-2.5 hrs. at a time for up to 1.5-6.5 hrs. total while traversing steep slopes, vegetation, job sites, new construction, moss covered pavement and uneven terrain when conducting field visits. Time spent balancing varies significantly 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).
Stooping / Bending			X			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 min./time for up to 1 hr. 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 properties, getting in and out of the car, and getting equipment out of the car.
Twisting*	X					



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	N	S	O	F	C	
Squatting / Kneeling		X*				On carpet and linoleum surfaces for up to 2 min./time for up to 10 min. while manipulating files in lower drawers and on lower shelves; looking under decks as well as measuring properties. *Can alternate between squat/kneel and bend/stoop as needed.
Crawling	X					
Foot Controls					X	Up to 2.5 hrs./time for up to 7 hrs. total while driving a personal or County vehicle for site visits.
Reaching Forward (Level)					X	Up to 2.5 hrs. at a time for up to 8 hrs. total while driving a personal or County vehicle, performing computer duties and manipulating documents and files.
		X				Up to 1 min./time for up to 10 min. total while manipulating files in lower drawers and on lower shelves as well as when measuring properties.
		X				Up to 1 min./time for up to 10 min. total while manipulating files in upper file cabinets and shelves as well as measuring and moving obstructing objects on owner properties.
Below Waist Above Shoulder						
Handle/Grasp			X			Up to 5 min./time with a force of 2-9 lbs. for up to 1 hr. total while opening and closing file drawers, utilizing a luggage cart, carting laptop bag and moving brush/objects out of the way when performing site visits.
Fine Finger Manipulation					X	Up to 2.5 hrs./time for up to 7.5 hrs. total while manipulating files and documents, using the copy machine, tablet, performing data transfer, using the fax machine, writing and performing computer work.
Hand Controls					X	Up to 2.5 hrs./time for up to 7.5 hrs. total while driving a personal or County vehicle, performing data transfer duties and using a computer mouse and tablet.
Repetitive Motion	X					Body part: <input type="text"/> Cycles/hr. <input type="text"/>
Vibratory Tasks		X				Driving on construction sites and unpaved roads.
Talking				X		Up to 45 min./time for up to 4 hrs. total while conversing with co-workers, explaining assessment policies and procedures to taxpayers and defending appraisals before County and State Boards of Appeals.
Hearing					X	Up to 2.5 hrs./time for up to 8.75 hrs. total while driving a personal or County vehicle, conversing with co-workers, explaining assessment policies and procedures to taxpayers and defending appraisals before county and state boards of appeals.



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Visual:

Up to 2 hrs./time for up to 8.75 hrs. total while reading documents, maps and blue prints as well as performing computer work. Employee also utilizes vision when driving a personal and County vehicle; utilizing a tablet, identifying locations of parcels and performing site inspections. Employee needs to be able to identify potential safety hazards at all sites including active construction sites with fall and trip hazards.

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather				X			Noise Intensity		X			
Extreme Cold		X					Atmospheric Conditions			X		
Extreme Hot		X					Exposed Heights			X		
Wet and / or Humidity			X				Exposure to Electricity	X				
Proximity to Moving Mechanical Parts				X			Exposure to Toxic / Caustic Chemicals		X			
Exposure to Explosives	X						Exposure to Radiation	X				

Other:

Analyst's Comments:

The employee is required to go on site to various commercial properties which may have unknown hazards. The employee is regularly around moving traffic and must be aware of their surroundings at all times.

Possible Employer Modifications:

Empty box for possible employer modifications.



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Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

Analyst:

Kyle Pletz

7/16/15

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.

The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician Consulting Physician Pain Program Physician
- IME Physican PCE Therapist OT / PT Therapist
- PEP Physician