



Disability Services
Safety and Claims Management
 Department of Executive Services
 Human Resources Management Division
 P.O. Box 80283
 Seattle, WA 98108
 (206) 205-8575
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JOB ANALYSIS

Job Title:	Residential Appraiser I	DOT Title:	Appraiser
SVP:	6.0 to <7.0	DOT #:	188.167-010
Location of Analysis:	500 4 th Ave., Room 706 ADM-AS-0704 Seattle, WA 98104	Name of Employee:	
Analyst:		JA Source:	On Site
Presenting VRC:	Aliza Hauser MA, CRC	Employer Contact:	Rich Watson
Date Analysis Completed:	10/16/12	Supervisor Contact Information	Phone: 206-263-2536 E-mail: Richard.Watson@kingcounty.gov

On-Site
 Interview
 Representative

JOB DUTIES: 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 Functions according to the employer:

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.

ESSENTIAL FUNCTIONS Listed in order of importance

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 vehicle to assessment locations.



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NON-ESSENTIAL FUNCTIONS

1. Perform as a trainer.
2. Participate in various committees.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

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

1. 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
2. Three years of construction management 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 college degree in Mathematics, Real Estate, or another relevant field of study, Or Three years of recent and relevant job experience in statistical or economic analysis or other related disciplines within the last 5 years, Or
4. Five years of job experience in a combination of economic, statistical, real estate or Geographic Information Systems (GIS) analysis within the last 10 years or
5. Four year college degree with at least 15 credits in Real Estate, statistics, mathematics or a combination of these subjects or
6. One year experience working in an Assessor's Office within the last 5 years and 70 college level classroom hours of appraisal courses approved by the Washington State Department of Licensing.

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 months of hire. At the time of appointment, the candidate must possess a valid, unencumbered Washington State Driver License. Employees are expected to drive their personal automobile and/or use King County fleet vehicles on field assignments. Offers of employment are made subject to the successful passage of a physical examination, a thorough background investigation and reference checks. The successful candidate will serve a probation period as an extension of the selection process in accordance with King County policy.

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

I-pad, tablet PC, laptop computer, desk top computer, fax machine, copy machine, telephone, vehicle, blue prints, rubber boots, hard hat, luggage cart, various maps, aerial photographs, various databases and spreadsheets, tape measure, clipboard, and digital camera.



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	9	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	4	Days Per Week

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

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting	45%					X	Continuously on an automobile seat, office chair and conference room chair for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while driving a vehicle (as far as Skykomish), performing data transfer duties, attending meetings, attending trainings and performing computer work and analysis.
Standing	25%			X			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 2 hours total in a work shift. Most commonly occurs while conversing with property owners and co-workers, performing field inspections, performing research and copying files.
Walking	30%				X		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 on for distances of up to 2 miles at a time for up to 1 hour 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.

Lifting floor – waist	N	S	O	F	C	15-20lbs.	Seldom for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurring with weights of 15-20 pounds while manipulating a bag with a laptop computer, tablet, I-pad and various equipment.
		12-20 lbs					
Lifting waist–shoulder	N	S	O	F	C	15-20lbs	Seldom for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurring with weights of 15-20 pounds while manipulating a bag with a laptop computer, tablet, I-pad and various equipment
		5lbs					
Lifting	N	S	O	F	C	3 lbs.	<u>Using a camera/IPad or tablet to eye</u>



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above shoulder		5lbs					<u>level</u>
Carry (Dist.) 1 Mile	N	S	O	F	C	Up to 20 lbs.	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 a laptop computer, tablet, I-pad and various equipment.
			12-20lbs				
Pushing/ Pulling	N	S	O	F	C	Minimal	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
		2-9 lbs				Up to 9 lbs force	

	N	S	O	F	C	
Climbing		X				Seldom for up to 2 minutes at a time while climbing up to 4 flights for up to 20 minutes total in a work shift. Most commonly occurs while entering, exiting and inspecting owner properties Or while traversing ditches and job sites, new homes without steps and uneven terrain when conducting field visits
Balancing			X			Occasionally for up to 15 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while traversing steep slopes, vegetation, job sites, new homes without railings, old decks, moss covered driveways and uneven terrain when conducting field visits.
Stooping / Bending		X				Seldom 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 20 minutes total in a work shift. Most commonly occurs while measuring properties and inspecting homes, during vehicle ingress/egress, as well as while manipulating files in lower drawers and loading paper in the copy machine.
Twisting*		X				Seldom up to one minute, on uneven ground, slippery / wet surfaces, retrieving files from file cabinets, up to two minutes at a time. Up to 10 minutes total in a work shift.
Squatting / Kneeling		X				Seldom 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
Crawling	X					
Foot Controls				X		Frequently up to 2 hours while driving a car in a 8 hour period.

	N	S	O	F	C	
Reaching Forward		X				Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift while manipulating files in lower



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(Level)						drawers and on lower shelves as well as when measuring properties.
Below Waist		X				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 properties.
Above Shoulder		X				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 properties.
Handle/Grasp				X		Frequently for up to two hours at a time for up to 5 hours total in a work shift - when driving, manipulating files, documents, maps, reference manuals, luggage cart, binders and telephone.
Fine Finger Manipulation					X	Constantly for up to 2 hours at a time for up to 7.5 hours total in a work shift while using computer equipment and other electronic devices, manipulating files and documents, using the copy machine, performing data transfer and analysis, using the fax machine, and writing.
Hand Controls					X	Constant for up to 2 hours at a time for up to 7.5 hours total in a work shift while driving a vehicle, using computer equipment and other electronic devices and performing data transfer and analysis duties
Repetitive Motion	X					Body part: <input type="text"/> Cycles/hr. <input type="text"/>
Vibratory Tasks				X		Frequent up to 2 hours at a time for up to 5 hours total in a work shift when driving.

	N	S	O	F	C	
Talking					X	Constantly for up to 45 minutes at a time for up to 8 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					X	Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while driving a vehicle, conversing with co-workers, explaining assessment policies and procedures to taxpayers and defending appraisals before county and state boards of appeals.

Visual:

Uses dual computer monitors. – Vision required for position – Near, Far acuity, Depth Perception (three dimensional vision – driving a vehicle, in day/dusk/dawn, severe- mild weather conditions, read maps, perform site inspections – Constantly – up to 2 hours at a time for up to 7.5 hours total in a work shift.



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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:

Exposure to electricity when plugging in computers / lap tops or other electronic devices.

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. The noise level varies from quiet to loud.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Occasionally
 Performing repetitive or short-cycle work: Frequently
 Influencing people in their opinions, attitudes, and judgments: Frequently
 Performing a variety of duties: Continuously
 Expressing personal feelings: Seldom
 Working alone or apart in physical isolation from others: Frequently
 Working effectively under stress: Frequently: Constantly
 Attaining precise set limits, tolerances, and standards: Occasionally
 Working under specific instructions: Frequently
 Working with others: Frequently
 Making judgments and decisions: Constantly

Possible Employer Modifications:

Sit/stand workstation to reduce sitting and increase standing when performing computer work.
 Luggage or utility cart to reduce carrying.

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.



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Analyst:

Presenting VRC signature:

Aliza Hauser MA, CRC

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