

Specification for Class of

PROPERTY TAX AUDITOR/APPRaiser 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs and explains a variety of real or personal property audits/appraisals, using prescribed methods and techniques; gathers information pertaining to real property sales; reviews routine applications and inspects property to determine taxable status under ad valorem tax laws.

Typical Work

With indirect supervision, applies appraisal/audit principles and techniques in performing entry-level appraisals of real, personal or public utility properties;

Examines property and/or financial records for initial determination of taxable status of various types of properties;

Researches and prepares various appraisal/audit reports which may be used in appeal proceedings;

Conducts multi-county real property sales studies;

Assists journey-level appraisers or auditors in the appraisal of large or complex properties;

Collects and inputs statistical data for special studies and appraisal assistance in valuing public utility or other properties;

Inspects and describes properties for classification as to operating or non-operating status;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: property tax laws, appraisal/audit methods and theories, litigated decisions and other material relating to the taxation and valuation of real and personal properties\*.

Ability to: apply standard appraisal/auditing methods and techniques in the valuation of real, personal or public utility

properties; maintain good public relations; follow oral and written directions; work as a team member; communicate effectively, both orally and in writing; operate a personal computer as an appraisal tool, applying spreadsheet and word processing programs.

Minimum Qualifications

A Bachelor's degree involving major study in business or public administration, real estate, economics, accounting or closely allied field and one year full-time experience in a county assessor's office valuing real or personal property\* or other qualifying experience involving real or personal property\* valuation.

OR

One year of experience as a Property Tax Auditor/Appraiser 1 or equivalent.

- NOTE: 1. Full-time experience in real or personal property\* transactions or closely allied field which provides a knowledge of real or personal property\* values and appraisal techniques will substitute, year for year, for the required education.
2. Successful completion of assigned in-service training courses will be required by the appointing authority as a condition of continued employment.
3. Incumbents may be responsible for providing their own transportation to work sites, as assigned. A valid Washington Driver's License is required within 60 days of appointment.

\* Personal property as defined under Washington State Law.

New class  
Effective March 9, 1990