**Class Summary**

The responsibilities of this classification include supervising and coordinating all aspects of a section within the King County Department of Assessments. In addition, incumbents will ensure the effective and efficient operation of the section, including complete, consistent, and equitable implementation of all existing County, departmental and legal policies and procedures.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. The Assessments Section Supervisor is distinguished from the Assessments Unit Supervisor classification in that the Unit Supervisor reports to the Section Supervisor.

The Assessments Section Supervisor is distinguished from other classifications by the scope and type of duties performed. For example, a section may be designated when units with distinct and diverse technical responsibilities require supervisory coordination and support for overall administrative effectiveness.

**Examples of Duties**

1. Provide direct and delegated supervision to field and office staff.
2. Perform personnel-related tasks for assigned staff.
3. Supervise and review commercial and residential appraisal cases for completeness and legal ramifications before presenting in a court of law.
4. Supervise and participate in developing analytical and computer techniques to improve the quality and efficiency of mass commercial and residential real estate appraisal in the department and provide consultation on the more complex statistical analysis.
5. Resolve reoccurring issues in the section; provide technical assistance to the public, internal departments/divisions, and external agencies.
6. Recommend changes to policies, procedures, and division guidelines and develop plans for their implementation.
7. Develop, plan, and coordinate division projects; act as the liaison between division staff and representatives in other agencies.
8. Prepare cost analyses, identify and analyze budget issues, and prepare justification to substantiate supplemental budget requests.
9. Represent the division in meetings with other units/agencies and act on behalf of division managers when required.
10. Monitor the real estate market, real estate legal precedents, and building construction in King County and the State of Washington.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of management and supervisory concepts

Knowledge of appraisal techniques, procedures, and legislation

Knowledge of Uniform Standard of Professional Appraisal Practice

Knowledge of real estate financial concepts

Knowledge of real estate instruments and documents, interpretation of financial records and documents

Oral and written communications skills

Research and data analysis skills

Problem-solving and analytical skills

Skill in reading and understanding maps, surveys, legal descriptions, building construction plans, specifications, and blueprints

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as the Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Real Property Assessment Accreditation

Washington State Driver’s License

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Assessments Unit Supervisor  Assessments Section Supervisor |
| **Class History** | 11/1996 – Created  02/2003 – Updated  12/2007 – Updated font and format  05/2023 – Updated content |