

## **CRE Appraisal Reviewer**

**Location:** Tacoma, WA

**Compensation:** Salary/Exempt

**Benefits:** Medical, Dental, Optometry, 401K, Paid vacation & holiday, Sick time

### **POSITION SUMMARY**

Procures bids and engages commercial and agricultural property appraisers. Reviews appraisals for proper valuation of collateral, and works closely with other areas within the Bank in order to communicate appraisal issues and update supporting documentation.

### **RESPONSIBILITIES**

- Procure bids for commercial real estate appraisals
- Engage appropriate appraisers and appraisals for the commercial lending function of the Bank
- Reviews and analyzes submitted appraisals for accuracy, completeness, and compliance with regulatory guidelines to minimize collateral risk factors
- Review, condition and sign off on appraisals
- Review third party reports/data to ensure value is supported, most relevant comps were used and adjustments levels are market driven
- Manage and prioritize pipeline of pending and active appraisal reviews, as well as appraisal conditions
- Maintain review productivity in line with the department's benchmarks
- Maintain thorough and up-to-date knowledge of all company guidelines, products and systems, as well as USPAP that are pertinent to the loan review process

All employees are responsible for internal controls in the performance of their assigned duties. Internal Control responsibilities are established in various policies, procedures, and documents, including the Code of Conduct.

### **MINIMUM JOB REQUIREMENTS**

- College degree is preferred
- Certified General License required
- Minimum 5+ years of experience in underwriting/appraisal review, documentation and the Uniform Standard of Professional Appraisal Practice
- Ability to multi-task in a fast paced environment
- Quick learner with a willingness to acquire new skills
- Ability to work independently with little supervision
- Detail oriented and organized
- Extensive knowledge of the commercial and agricultural real estate industry and conventional appraisal guidelines
- Good judgment with the ability to make timely and sound decisions
- Ability to effectively present information and respond to questions
- Effectively communicate with people at all levels and from various backgrounds

### **OUR CORE BEHAVIORS**

- **Be Genuine.** Conduct yourself in a consistent, honest and compassionate manner at all times.
- **Work Ethic.** Be willing to go the extra mile for the customer, whether internal or external.
- **Influence.** Be an active player in participating, building and contributing to service.
- **Continuous Learning.** Commit to gaining knowledge, skills and experience on an ongoing basis in order to better serve the customer, increase personal satisfaction and improve Columbia Bank.
- **Team Play.** We win together. Individuality is encouraged to advance and enrich the work of the team.
- **Problem Solving.** Bring creative, problem-solving mentality to every situation. See alternatives, take initiative and assume responsibility for your actions.
- **Communication.** Keep others informed and up-to-date. Actively listen and learn from each other.
- **Have a Sense of Community.** We firmly believe that we're only as strong as the communities we serve. Your involvement is an important part of who we are.

#### PHYSICAL AND MENTAL REQUIREMENTS

- Ability to sit at a computer monitor for extended periods of time
- Ability to perform repetitive finger, hand, and arm movements
- Ability to lift up to 15lbs.
- Ability to effectively discern information and formulate appropriate action
- Ability to reach, squat, bend, and manually manipulate standard office equipment
- Ability to drive to various locations
- Ability to think critically and provide appropriate solutions

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