

Chief Appraiser

Summary

Northwest Bank serves the business and professional communities of Idaho, Oregon and Washington. We were founded in 2008 on the idea that experience and exceptional service matter and should be expected, and that banks should be strong partners with their customers in finding creative financial solutions that work.

To achieve that goal, we need great leaders on our team. People who share that vision and our values, who know their customers and work hard for their benefit, and lead the whole team to deliver successful financial solutions.

About this Position:

The Chief Appraiser has primary responsibility for overall management of the Bank's appraisal process. Oversees appraisal policy and procedures, USPAP and regulatory compliance, interacts with, and engages independent appraisers to complete appraisal assignments and conducts appraisal reviews to ensure compliance with all standards. The Chief Appraiser also reviews qualifications of independent fee appraisers, maintains documentation of appraiser qualifications and makes recommendations for additions/deletions to the approved appraiser list to the Chief Credit Officer (CCO) and/or Board Loan and Credit Committee (BLCC) as directed. The Chief Appraiser also provides input and clarifications as needed during examinations and audits for issues pertaining to the appraisal process.

Are you right for this position? Do you have the experience, leadership qualities and know-how required to succeed in this position? Specifically:

- Perform assigned duties in accordance with the Bank's Mission, Vision and Core Values, and provide the Bank's customers and staff with exceptional service in accordance with the Bank's customer service standards.
- Review appraisal and evaluation orders for completion and ensure scope of work is appropriate for each loan type. Process, manage and track work progress to document appraisal engagements and ensure receipt of appraisals within time and cost estimates provided. Work with Relationship Managers to ensure that the assigned appraiser has all information necessary to complete the appraisal assignment, including preliminary title report, copy of purchase agreement, copies of signed leases, cost breakdown, construction budget, etc. as may be appropriate.
- Review qualifications of new independent fee appraisers and any third-party firms used to provide evaluation services, to determine suitability for addition to the Banks' approved appraiser list and monitor license and insurance renewal on approved appraisers on an on-going basis to ensure that the list is current at all times. Based on completed reviews, monitor the quality of completed appraisals to determine if any appraisers should be recommended for removal from the Bank's approved list. Maintain required documentation for all approved appraisers, and make recommendations to the CCO and BLCC for additions and deletions to the list as needed. Ensure that the Bank maintains an adequate number of outside appraisers to meet client expectations and provide coverage for each market area, property type, etc.

Maintain a “Do Not Use” appraiser list clearly identifying each appraiser on the list, reason for “Do Not Use” status and date.

- Maintain direct communication with engaged appraisers and third-party vendors for resolution of report deficiencies and resolution of any questions or issues that may arise during the appraisal, evaluation or appraisal review process. Act as an independent resource between the production divisions and the assigned appraiser as needed on any questions that may arise during the appraisal/evaluation process, review or post review.
- Review appraisals/evaluations for compliance with all USPAP, regulatory and Bank standards. Complete a Technical Review to document compliance, together with a reasonability analysis of the appraiser’s assumptions and conclusions, including approaches to value, comparable properties, CAP rates, and other factors utilized in the analysis for large or complex real estate secured loans per Credit Policy guidelines. An Administrative Review may be completed for appraisals and evaluations related to smaller real estate secured loans per Credit Policy guidelines, provided they are commensurate with the size, type and complexity of the underlying transaction. Perform site inspections as needed to validate an appraisers’ conclusions or to resolve issues that cannot otherwise be resolved.
- Establish minimum licensing and certification requirements, competency, experience, training and market area knowledge for any third-party appraisers engaged for the purpose of reviewing special purpose or out-of-market area properties. Maintain a database of documentation for all appraisers that are qualified and approved to perform appraisal review services and monitor license and insurance on an on-going basis to ensure that the database is current at all times.
- Maintain and update the appraisal and evaluation policies, procedures, and related exhibits on no less than an annual basis to ensure continued compliance with USPAP and regulatory requirements. Create, update or eliminate related forms as needed to ensure a smooth appraisal process. Provide training to other Bank personnel as needed on updated policies, procedures and forms.
- Maintain a comprehensive knowledge of appraisal theory, technique, procedures, laws and regulatory requirements, and ensure that required continuing education classes are completed as needed to maintain an active license as a qualified general appraiser.
- Provide input and clarifications as needed during examinations and audits for issues pertaining to the appraisal function.

Requirements

- Bachelor’s degree and least 8-10 years of experience as a licensed general appraiser, including experience in appraising single family residential properties, subdivisions, land, lots, commercial properties, and commercial real estate construction projects.
- Thorough knowledge of related real estate law, federal and state regulatory requirements and USPAP. Preference to qualified appraisers licensed in Oregon, Washington and Idaho.
- Knowledge of appraisal review procedures and secondary marketing requirements.
- Computer skills including Windows-based software, word processing and spreadsheet applications, internet usage, electronic mail, and bank software
- Effective oral and written communication skills

If this sounds like the right position for you, please send a cover letter and resume to heidi.wiencken@northwest-bank.com.