



# Ad Valorem Commercial Appraiser I

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Commercial Appraiser Supervisor

### Summary

Under general guidance and direction of the Commercial Appraiser Supervisor and in accordance with State Code 59-2-701, performs commercial appraisal work. Participates in all aspects of establishing fair market values for county assessment roll.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Appraise all types of commercial properties, both vacant and improved; appraise non-commercial properties including State-assessed properties and low-income housing properties, as needed; use commercial sale information as basis of valuations.
2. Conduct field inspections to collect and analyze data elements, income information, and verify existing data; sketch and compare actual building use with designed use and transition points associated with uses; identify conformity with area, neighborhood, and external influences.
3. Identify type of construction, quality of construction, and design utility.
4. Collect rent, lease, and property income data.
5. Represent Utah County Assessor office regarding valuation and practices; explain and support valuations from inquiries and within appeal settings.
6. Analyze information in electronic formats and verify reports from multiple types of software; use mass analysis of trends and applied techniques.
7. Assist with developing commercial land tables with values for all classes of properties; collect and verify vacant land sales data within geographic boundaries or neighborhoods.
8. Research and respond to difficult or controversial situations.

### Knowledge, Skills, and Abilities

- Knowledge of building standards
- Knowledge of appraisal methods
- Knowledge of research principles, methods, and techniques related to commercial real property
- Knowledge of the Utah State Tax Code, current regulations, and the appeals process

### For Office Use Only

Job Code: 3325

Job Title: Ad Valorem Commercial Appraiser I

FLSA: Non-Exempt

Effective Date: 10/13/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Skilled in mathematics, including basic trigonometric calculations and utilization of statistical applications
- Skilled in calculating and categorizing improvement square footage
- Skilled in reading plats, blueprints, and legal descriptions
- Ability to sketch multilevel and complex design properties
- Ability to identify different uses within sections of a structure
- Ability to compare digital imagery with property inventory data for validity
- Ability to locate properties according to descriptions
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to multi-task and complete work within deadlines
- Ability to utilize software programs that perform statistical operations
- Ability to develop formulas and tables for use within valuations
- Ability to maintain confidentiality of commercial information and personal property accounts

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

Work is divided between an environmentally controlled office setting and field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work may expose incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses measuring devices, laptop, desktop, smartphone, photocopiers, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, and stoop. The employee occasionally walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to fifty (50) pounds. The employee regularly drives a motor vehicle.

### **For Office Use Only**

Job Code: 3325

Job Title: Ad Valorem Commercial Appraiser I

FLSA: Non-Exempt

Effective Date: 10/13/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree.

**Additional Eligibility Qualifications**

1. Incumbent must be able to obtain an appraiser trainee designation with the Utah Division of Real Estate within one (1) year of employment, unless already licensed as an appraiser. The time limit may be adjusted due to class availability of the Utah State Tax Commission.
2. Incumbent must obtain an Appraisal License with the Utah Division of Real Estate within two (2) years of employment.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**For Office Use Only**

Job Code: 3325

Job Title: Ad Valorem Commercial Appraiser I

FLSA: Non-Exempt

Effective Date: 10/13/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 3325  
Job Title: Ad Valorem Commercial Appraiser I  
FLSA: Non-Exempt  
Effective Date: 10/13/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor