



# Commercial Appraisal Supervisor

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Data Manager - Assessor

### Summary

Under general guidance and direction of Data Manager – Assessor, supervises, coordinates, and directs personnel and work processes to maintain the legislative-mandated five-year property characteristic review cycle. Oversees and administers essential work processes related to collecting and recording data for commercial properties. Ensures building permit inspections for commercial properties are distributed and completed in a timely manner.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently; conduct ongoing individual meetings.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary actions in accordance with County policies and procedures.
5. Coordinate plans for commercial new construction inspections and detailed review by year, quarter, and month, in accordance with state statute; ensure inspections are completed according to plan; distribute permits for inspections.
6. Oversee collecting and recording data on commercial and special use properties; measure and photograph structures; inspect exterior and interior of buildings; determine construction quality and intended use.
7. Ensure data accuracy for all parcels.
8. Conduct field review of commercial new construction to estimate percent complete.
9. Respond to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.
10. Ensure compliance with Uniform Standards of Professional Appraisal Practice (USPAP) guidelines and International Association of Assessing Officers (IAAO).

### For Office Use Only

Job Code: 3547  
Job Title: Commercial Appraisal Supervisor  
FLSA: Non-Exempt  
Effective Date: 11/30/2023  
Public Safety: No

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

11. Assist with local and state Board of Equalization processes; review evidence provided by appellants; prepare evidence for and defend values in hearings.
12. Ensure accuracy of property characteristics; analyze sketches and compare to properties; utilize Geographic Information Systems software and aerial imagery software, as needed.
13. Represent the County Assessor's Office, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of Utah tax code and the appeals process
- Knowledge of Board of Equalization procedures
- Skilled in supervisory techniques
- Skilled in conducting an annual inspection schedule
- Skilled in appraising real estate using cost, sales comparison, and income approaches to valuation
- Skilled in utilizing software programs that perform statistical operations
- Skilled in developing formulas and tables for use in cost valuations, including competently utilizing the Marshal & Swift valuation manual
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality of managerial information or decisions and other sensitive information
- Ability to receive and follow instructions

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is regularly performed in an environmentally controlled room, but field work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work may expose incumbents to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinet. 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.

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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 typically sits at a desk and works for sustained periods maintaining concentrated attention to detail. The employee is regularly required to stand, talk, walk, and hear and 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 occasionally required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee frequently drives a motor vehicle.

### **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 Monday through Friday. 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. Associate degree or higher.
2. Four (4) years of work experience in assessing.

### **Preferred Education and Experience**

1. Preference may be given to applicants with supervisory experience.
2. Preference may be given to applicants with a bachelor's degree in construction management, community planning, statistical analysis, economics, accounting, mathematics, geographic information systems, or a related field.

### **Additional Eligibility Qualifications**

1. Applicants must possess a certification as a Certified Residential or Certified General Appraiser (preference for General) with the Utah State Department of Commerce.
2. Applicants must obtain Ad Valorem General Appraiser designation with the Utah State Tax Commission 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.

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**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.

**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 \_\_\_\_\_

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