



Commercial Appraiser

Job Description

Department: Assessor
Position: Career Service
Grade: 727
Supervisory: No
Reports to: Commercial Appraiser Supervisor

Summary

Under general direction of the Commercial Appraiser Supervisor, appraises commercial real property for ad valorem tax purposes using industry-accepted methods for determining value.

Essential Functions

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

1. Field inspect commercial properties to collect and review associated property data characteristics.
2. Appraise all types of commercial, multifamily, and mixed use properties using industrial acceptable standards.
3. Collect and research rent, lease, and property income data, including vacancy and capitalization rates.
4. Review information submitted by taxpayers; prepare appraisals for state and local hearings to defend market values for tax purposes; advise on market conditions; provide testimony and supporting documentation as needed at state and local equalization board meetings; represent assessment office at board of equalization settings.
5. Develop commercial land valuation tables, influences, and modifiers, and assist in the creation and maintenance of commercial valuation models.
6. Validate sale information associated with income, capitalization rates, and comparability processes; produce sale ratio studies on various commercial property types; produce time adjustments in relationship to market influences.
7. Review and compare property characteristics from aerial imagery; compare assessment record data with various imagery sources.

Knowledge, Skills, and Abilities

- Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to commercial real property
- Knowledge of land appraisal and building cost estimating methods

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Job Title: Commercial Appraiser
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 summarizing and categorize improvement square footage, perimeter, and associated uses when sketching and documenting property characteristics
- Skilled in reading plats and blueprints
- Ability to compare digital imagery with property inventory data for validity
- Ability to produce a valid appraisal report that includes income, comparable sales, and all other supporting documentation
- Ability to defend a valuation position in a nonconfrontational communication
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to locate property according to description

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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 the 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 and ability to adjust focus and the 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.

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.

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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.
2. Five (5) years of work experience as a real property appraiser or in a related field such as real estate or building construction.
3. Equivalent combinations of education and experience may also be considered if all Additional Eligibility Qualifications are met.

Additional Eligibility Qualifications

1. Applicant must possess designation as a Certified General Appraiser with the Utah State Department of Commerce.
2. Incumbent must obtain General Ad Valorem Appraiser designation with the Utah State Tax Commission within twenty-four (24) months in position.
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.

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.

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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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