



Commercial Valuation Analyst

Job Description

Department: Assessor
Position: Career Service
Grade: 729
Supervisory: No
Reports to: Valuation Manager

Summary

Under general guidance and direction of the Valuation Manager, estimates the market value of commercial real property for taxation purposes. Conducts market valuation of commercial properties, such as retail centers, office buildings, hotels, apartment complexes, data centers, and specialized-use buildings, especially in cases where sales data is limited. The role ensures accuracy by identifying outliers, investigating potential data errors, and reconciling assessed values with market data. Additionally, ensures compliance with relevant state mandates.

Essential Functions

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

1. Estimate market value of real property.
2. Estimate market value of agricultural and commercial land.
3. Analyze cost approach valuations as generated by the Computer-Assisted Mass Appraisal (CAMA) system.
4. Adjust cost-based valuations as necessary to align with verified sales data.
5. Identify and apply comparable property selection criteria for valuation.
6. Review and validate property data to identify and correct errors or inconsistencies.
7. Collaborate with field data collectors and data analysts to define data requirements for valuation analysis.
8. Calculate time adjusted sale prices.
9. Investigate and resolve valuation outliers as required by regulatory mandates.
10. Perform sales ratio studies to ensure the accuracy and calibration of property value estimates.
11. Provide inflation adjusted values for Qualified Properties to the auditor as mandated in state law.
12. Calculate taxable value for privilege tax assessments.
13. Ensure compliance with Uniform Standards of Professional Appraisal Practice (USPAP) and the International Association of Assessing Officers (IAAO).

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Job Code: 2549
Job Title: Commercial Valuation Analyst
FLSA: Exempt
Effective Date: 9/27/2025
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of real property assessment and appraisal principles, practices, processes, and valuation techniques; knowledge of practical valuation techniques including analyzing factors such as rental income, land use, zoning regulations, and market trends
- Knowledge of Utah tax code and relevant state and county statutes, policies, and procedures governing property assessment and valuation
- Knowledge of USPAP guidelines as they apply to property assessment
- Knowledge of construction practices, building codes, and industry standards affecting property valuation
- Knowledge of Geographic Information Systems (GIS) and their application in property assessment
- Knowledge of Structured Query Language (SQL) and its use in data extraction and analysis
- Knowledge of mathematical, financial, and statistical modeling techniques relevant to property valuation
- Skilled in developing cost valuation formulas and tables, including proficiency in the Marshall & Swift valuation manual
- Skilled in using CAMA systems and related valuation tools
- Skilled in using software applications, such as Microsoft Office and other data analysis tools
- Skilled in effective interpersonal communication both verbally and in writing, including proficiency in technical writing
- Ability to learn and adapt to new software programs, databases, and valuation technologies
- Ability to manage multiple tasks effectively while meeting deadlines and handling interruptions
- Ability to maintain attention to detail and process complex tasks accurately
- Ability to handle confidential records and reports related to personal and real property
- Ability to maintain effective working relationships with colleagues, supervisors, citizens, and external contacts by demonstrating professional communication, collaboration, and respect in all work-related interactions
- Ability to follow instructions, work independently, and contribute effectively in a team environment

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is regularly performed in an office environment but may occasionally be performed in the field which exposes the incumbent to all weather conditions. Routinely uses standard office equipment such as computers, phones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the environment is usually moderate.

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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 sit, stand, talk, and hear. Field inspections require the ability to traverse uneven, variable, or slippery surfaces and navigate narrow or confined spaces such as basements, attics, and crawlspaces. Specific vision abilities of this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. 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.
2. Five (5) years of appraisal work experience, including two (2) years as a Certified General Appraiser.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in assessing.

Additional Eligibility Qualifications

1. Applicants must possess certification as Certified General Appraiser with the Utah State Department of Commerce.
2. Incumbents must possess Ad Valorem General Appraiser designation with the Utah State Tax Commission or must obtain said designation within twenty-four (24) months of employment
3. 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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