

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Commercial Appraiser
Division: Real Property
Department: Assessor

Effective Date: 01/14

GENERAL PURPOSE

Performs a variety of **professional level** appraisals of improved and unimproved commercial and industrial property to determine market value for county tax purposes.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Assessor.

SUPERVISION EXERCISED

May provide close supervision to staff on a project by project basis.

ESSENTIAL FUNCTIONS

Will be assigned as lead appraiser on commercial projects.

Leads in reappraisal and appraisal efforts of commercial properties; directs the evaluation of commercial ratio information as needed to determine reappraisal objectives and locations.

May process segregations and the creation of new parcels of property; may determine market value and calculates tax assessments; may oversee the clerical functions related to the same.

Provides assistance to county assessor personnel responsible for processing appraisal results; surveys county building activity for new construction or improvements; reviews application for construction and building permits as needed to schedule appraisals; assists in the development of a "Commercial Land Value Guideline Book".

Locates and analyzes changes in commercial land use and makes appropriate adjustments in property appraisals; performs detailed appraisal of commercial and industrial property.

Records appraisal information on standardized report forms; reviews appraisal decision for appraisal consistency to assure equity between tax payers; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards; analyzes income and expense data for use in income approach to estimate fair market value.

Establishes and maintains a data base of income and expense, reproduction costs; gathers economic information; interpret and apply data to property valuation. Develops standardized capitalization rates for various types of commercial property.

Will establish a regional and local network of sales data; establish and maintain a data base of sales; analyze data such as zoning, selling and asking prices, income and expense, building costs, and other related information.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals.

Responds to questions from property owners related to the evaluation and assessment of property; operates computer

to obtain results needed for fair taxation; enters property values as needed and determines appropriate appraisal values; recalculates market values when current sales prove a need for updating files; estimates values for uncompleted buildings.

Attends county and/or state board of equalization hearings to give professional advice on property market values; offers testimony as may be required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with an Bachelors Degree in finance or related field; plus two (2) years of specialized training related in real estate, property appraisal or related field;

AND

- B. Four (4) years of progressively responsible experience performing above or related duties;

OR

- C. Possess a Certified General Appraisal designation from the Utah Division of Real Estate

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of terminology unique to the commercial appraisal field; the income approach to property valuation; current principles, procedures, techniques and approaches to value used in the appraisal of commercial real property; computer assisted property appraisal; tax laws of the State of Utah as they relate to property tax and the taxing process; taxation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; APEX software, inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; methods of land appraisal including the terrain and comparable value; sales ratio studies and interpersonal communication skills; **Working knowledge of** blue print reading; drafting principles and terminology; county geography. Knowledge of Summit County Operating and Personnel Policies and Procedures.

Ability to analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales ratio studies; visually observe the details of property and arrive at a accurate and equitable appraisal; ability to apply appropriate methods of valuation; ability to make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; ability to interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; ability to make judgment decisions in the appraisal process; ability to read legal descriptions, deeds, plat books, maps, and blue prints; ability to operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, measuring devices, etc.; ability to communicate effectively verbally and in writing; ability to develop and maintain effective working relationship with the public, fellow employees, and supervisors; ability to follow written and verbal instructions; ability to interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must obtain an ad valorem, commercial, property appraiser designation from the Utah State Tax Commission within one year of employment.

Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs generally in a typical office setting with appropriate climate controls. Frequent travel and exposure to outside weather conditions. Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job performance.

Name

Date