

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	LEAD COMMERCIAL APPRAISER
CLASS CODE:	3540
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	10/13/2011
DEPARTMENT:	ASSESSOR

---

## **JOB SUMMARY**

Under general supervision of the Commercial Property Manager, leads Commercial Appraisers in the valuation of commercial real property for ad valorem tax purposes using industry-accepted methods for determining value.

## **ESSENTIAL FUNCTIONS**

Oversees the gathering and validation of data associated with commercial real property including methods such as measuring structures, physical inspections of the exterior and interior of buildings, photographs of property, intended use of property statements, and the classification building sections.

Works with quality control personnel to ensure uniformity within the field data collection process by verifying maps, records, address, and taxing descriptions associated with property characteristics and associated attributes.

Creates valuation models utilizing replacement costs, comparable sales data, and income data to determine estimated market values, highest and best use of property, and sales ratio studies.

Utilizes GIS systems and digital imagery in analyzing and comparing property characteristics associated with property inventory data.

Monitors and prepares appraisals for defense of valuations, advises on market values and trends, and provides testimony at state and local board hearings.

Organizes building permits and requested changes into work batches.

Maintains a working knowledge of appraisal areas and the gathering and analysis of data for a computer assisted appraisal systems in compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.

Represents the County Assessor's Office to the public.

Reviews information submitted by taxpayers.

Leads, mentors, and trains other appraisers in commercial appraisal efforts.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** supervisory techniques; land appraisal and valid approaches to the valuation of real property.

**Skill/Ability to:** maintain cooperative relationships with those contacted in the course of work activities;

**CLASS TITLE: LEAD COMMERCIAL APPRAISER**

**CLASS CODE: 3540**

**PAGE 2**

lead, train, and motivate others while maintaining own workload; review plats, blueprints, and building characteristics; compare digital imagery with property inventory data for validity; locate property according to description.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is regularly performed in an environmentally controlled building, but is also regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work.

### **EDUCATION AND EXPERIENCE**

An associate's degree in any field (preference for a bachelor's degree) and five (5) years of work experience as a real property appraiser or in a related field such as real estate or building construction. Equivalent combinations of education and work experience may also be considered.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicant must possess designation as a Certified General Appraiser with the Utah State Department of Commerce. Incumbent must obtain General Ad Valorem Appraiser designation with the Utah State Tax Commission within 24 months in position.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.