

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COMMERCIAL APPRAISER  
CLASS CODE: 3541  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 10/11/2011  
DEPARTMENT: ASSESSOR

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## **JOB SUMMARY**

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

## **ESSENTIAL FUNCTIONS**

Gathers and verifies income data on real property.

Uses field data to estimate replacement costs, select comparable sales data, and produce income potential to determine property value, highest and best use, and review final valuations.

Review information submitted by taxpayers.

Prepares appraisals for state and local hearings to defend market values for tax purposes, advises on market conditions, and provides testimony as needed at state and local board hearings.

Gathers and confirms data for computer assisted appraisal systems in compliance with mass appraisal standards associated with the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.

Create and understand valuation modeling techniques associated with different types of commercial property.

Represents the County Assessor's Office to the public.

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

**Knowledge of:** building standards, appraisal methods, and research principles, methods, and techniques in relation to commercial real property; land appraisal and building cost estimating methods; sum and categorize improvement square footage, perimeter, and associated ratios.

**Skill/Ability to:** maintain cooperative relationships with those contacted in the course of work activities; read plats and blueprints; 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.

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### **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.