

# Commercial Real Estate Appraiser I



## General Summary of Classification:

Performs routine assessments of commercial properties and land for assessment purposes utilizing the three approaches to value; work performed under the general supervision of the Commercial Appraiser Supervisor.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Conducts routine assessments of commercial, industrial, and apartment properties with guidance, oversight, and direction from the Commercial Supervisor.
- Completes projects requiring basic commercial assessment skills and knowledge such as county wide equalizations.
- Studies building plans and specifications to assess property value regarding size, construction type, use, and other factors.
- Examine routine commercial plats, maps, and aerial photographs to locate property or area to be assessed.
- Visits property to verify that plans and specifications match with construction progress, ascertain the quality of the workmanship and materials, and collect any rental data and terms of lease.
- Reviews material submitted with Real Estate Review and Equalization applications and makes a recommendation to present to the Board of Real Estate Review and Equalization.
- Supports mailing & collection of annual surveys to evaluate income and expense data from assigned commercial properties.
- Revalues land for zoning or other changes while considering the highest and best use as if vacant.
- Enters applicable commercial real estate data into multiple software applications to generate routine reports as directed.
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Maintains foundational knowledge of the commercial real-estate appraisal field, building and land values; basic knowledge of department's operations and processes; demonstrates foundational understanding of the regional social and economic factors affecting property values; an understanding of relevant internal and external influences (ordinances, state/federal regulations, policies, funding, program, etc.) over department's operations and processes; demonstrates basic data management, research, and organizational skills.
- **Technical:** Foundational computer, data and project management skills; understanding of the department's operations, processes and the array of technologies and peripherals integral to the department's operations.
- **Interpersonal, Communication and Customer Service:** Capable of routinely meeting and dealing with the public as a representative of the department and County; proficient collaborative skills to work independently and as part of a team; establishes and maintains effective working relationships with department staff and the County's diverse citizen populations; excellent written and verbal communication skills to relay nuanced commercial real estate information to public stakeholders.
- **Decision-making and Authority:** Receives operational guidance and assignments from division head and direct supervisor; capable of demonstrating critical thinking skills & judgement in executing routine assignments and tasks.
- **Leadership:** Non-supervisory.
- **Environment:** Ability to work in a wide array of indoor and outdoor locations and weather conditions based on assigned job duties and operational need.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Graduation from high school or equivalent;

**Experience:** Three (3) years of real property appraisal experience with some commercial exposure;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various department and duty related locations as needed.
- Successful completion of a minimum of three (3) courses approved by the Director and designed to aid appraisers in all areas of appraisal practice seeking competency, typically from the International Association of Assessing Officers (IAAO) or other approved equivalent accreditation organizations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.