

Human Resources

Job Title: Commercial Appraiser I **Job Code:** 904150 **Job Family:** Appraiser

Pay Grade: JC.16.16 **FLSA:** Non-exempt **EEO:** Professional

Department/Agency: APR **Position Number(s):** Multiple

Recommended Position Title(s): Commercial Appraiser I

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Determines taxability and value of commercial properties (Office, Retail, Multi-family dwellings, Industrial, Vacant land, etc.) using methods such as field inspections, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis; records and enters information in Computer Assisted Mass Appraisal (CAMA) system; works with representatives within different city code departments to review blueprints and ensure information gathered through field inspections for new construction and miscellaneous permits is reflected in County records for the property.
- Conducts first and second level Valuation and conducts Informal and Payment Under Protest hearings; answers questions and advises property owners on appraisal, appeal rights, and processes, documenting evidence, both oral and physical; prepares and reviews documentation packets for hearings to defend the county's valuation of the property; exchanges information with property owners, or representatives, either in person or through written or verbal correspondence; schedules and performs inspections for properties where discrepancies are determined through informal hearings; reviews, analyzes, and documents information gathered during hearing, (fee appraisals, photographs, repair estimates, additional comparable sales, etc.) and field checks and recommends a decision that best represents "fair market value" based on information available; documents recommended decision to the supervisory staff; provides additional support documentation in preparation of hearing files proceeding to additional appeal levels.
- Conducts review of properties once every 6 years and confirms data characteristics; performs a physical field check of property, documents condition of property, communicates with occupants, re-measures structure and ensures attached features and site improvements are drawn, recorded and the current photo in county record depicts the property; responds to taxpayer inquiries and appraisal related questions while in the field or in the office; researches and provides records to property owners as requested, utilizing software, and technology.
- Reviews sales transactions and conducts interviews with the seller, buyer, or agent on recently sold parcels to gather information; completes Sales Validation Questionnaires for pertinent sales information to confirm if sales and property characteristics are coordinated with the County CAMA system and notates discrepancies; confirms and documents the physical condition, vacancy at the time of sale and inquires about future property or business changes that could affect the value; corrects the CAMA record and property files to reflect characteristics of property at the time of sale; records the sale validity codes and updates the CAMA system.

Job Description

- Assigns values that best represent "fair market value" based upon objective analysis of property and market factors utilizing resources, software and technology available that lends itself in support of the county's final valuation of the property; provides quality control (QC) on final valuation records by using a standard series of QC reports; verifies annual cost-to-cost percent changes, income variable consistency, permits versus value changes, Industrial Revenue Bond and Economic Development class properties, improvements on leased land, partial complete structure calculations, rent loss entries, pending stipulation properties, and various other quality control reports; corrects discrepancies and property characteristics and provides feedback to supervisor on valuation tendencies and market area trends.
- Develops and tests valuation models for income approach to value and revise property market summaries annually by analyzing income and expense data from: returned annual income and expense questionnaire mailers, rent rolls, operating statements, leases, and fee appraisals submitted to the county through hearings and other evidentiary processes; reviews and analyzes information gathered from on line listing services that provide current income and expense data, current rent amount, vacant or occupied space, and asking prices for properties; generates income values and quality control checks for comparison with similar income values, sale square foot ranges of similar properties, and sales ratio data provided by the State of Kansas or Johnson County; revises and updates property market summary for each property type; prepares the conclusions obtained from market modeling in the form of matrices that then become guidelines for income, vacancy, and expense parameters.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any subject, two years of general work experience, one-year fee or mass appraisal experience, and International Association of Assessing Officers (IAAO) courses 101-Fundamentals of Real Property Appraisal and 102-Income Approach to Valuation or equivalent course work and work experience are required. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's licence with an acceptable driving record, exposure to dogs, and experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications are also required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Business, Finance, Economics, Mathematics, or Statistics is preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.