

Human Resources

Job Title: Commercial Appraiser II **Job Code:** 904151 **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 II

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:

- Develops and tests valuation models for income approach to value and revises property market summary annually; analyzes and enters 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 evaluates information gathered from on line listing services that provide current income and expenses data, current rents, current vacant or occupied space, and asking prices for properties; analyzes data in property specific groups such as building type, location, size, investment grade, age, etc.; constructs matrices of parameters to be used in income value models; revises and updates property market summary for each property type after reviewing income and value and provides a detailed summary; creates matrices used as guidelines for income, vacancy, and expense parameters in market modeling.
- Conducts first and second level Valuation and conducts Informal and Payment Under Protest hearings; answers questions and advises property owners on appraisal and 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, as requested either in person or through written or verbal correspondence; schedules and performs inspections for all 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.); conducts field checks and recommends a decision that best represents "fair market value" based on information available; documents recommended decision to Commercial Real Estate Supervisor or Commercial Real Estate Valuation Manager; provides additional support documentation in the file in preparation of hearing files proceeding to additional appeal levels.
- Performs 17% review of properties in the county annually, which consist of reviewing properties once every 6 years and confirming data characteristics; utilizes software and other technology to determine when a physical check is needed; documents condition of property, re-measures structure to ensure attached features, site improvements are drawn, recorded, and the current photo in county record is an accurate depiction of property; responds professionally and promptly to taxpayer inquiries; answers appraisal related questions and/or provides information to property owners or their representatives.

Job Description

- Obtains and verifies commercial property information; locates correct property while listing objective property characteristics; utilizes mobile sketch software and technology to measure new construction, sketches 1st and 2nd floor areas and perimeters, and collects data characteristics of new construction; reviews new construction blue prints, measures house, draws and labels a proportional perimeter sketch representative of the construction or improvement ensuring measurements are within guidelines; completes physical inspections for miscellaneous permits, gathering data through direct measurements and discussions with homeowner; records and enters information in Computer Assisted Mass Appraisal (CAMA) system.
- 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.
- Reviews COV (Sales Validation Questionnaires) for pertinent sales information while noting possible discrepancies; uses the Commercial Department questionnaire form to conduct interviews with the seller, buyer, or agent on recently sold parcels; confirms sales and property characteristics are in accord with the county CAMA system; confirms the physical condition and vacancy at time of sale, while additionally inquiring about future property or business changes that could affect value; corrects the CAMA record of the property to reflect characteristics of property at time of sale, and corrects the commercial property hard file data; records sale validity codes in accordance with office policy, especially those sales that have undergone a "change after sale".

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 commercial mass appraisal experience, and Registered Mass Appraiser (RMA), equivalent Mass Appraisal Designation, or Certified General License is required. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's license 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.