

SENIOR COMMERCIAL APPRAISER JOB DESCRIPTION

SUMMARY: The person holding this position will be an appraiser experienced and knowledgeable in the following areas:

- Appraisal, analysis, and review all commercial real property in jurisdiction.
- Organize Plan, and Prioritize Work - Developing specific goals and plans to prioritize, organize, and accomplish scheduled work.
- Value commercial class properties, using sales analysis, market trend studies, income and expense analysis and replacement cost online services, e.g. Marshall & Swift.
- Assist in developing, updating, and maintaining commercial property valuation models.
- Conduct regular reviews of properties within the jurisdiction to evaluate changes due to remodeling, additions or demolition.
- Inspect new commercial construction and major improvements to existing structures. Use current technology (including mobile data collection devices and GIS) to collect, enter and process field data.
- Educate property owners on assessment/appraisal process, and defend values at appeal hearings.
- All duties are preformed independently and require self-motivation and a professional attitude in the work environment. The appraiser must be able to do business with the public in sometimes difficult and adversary situations.

DETAIL:

The commercial appraiser is responsible for data collection, market analysis, and valuation of all new and existing commercial real property. The three approaches to value are applied with emphasis on market comparison and income approaches. A jurisdiction wide commercial land model is to be maintained and supported using statistical software, and GIS. Market and income models are used for valuing apartments, hotel/motel, office, restaurant/fast-food, retail, and warehouse properties.

Evaluate features where properties are situated, considering locations and trends or impending changes that could influence future values.

Verify descriptions of properties by using commercial CAMA models, and GIS analysis. Verify zoning classification and examine spatial patterns, such as traffic, employment centers, shopping centers, and other neighborhood features in order to evaluate their impact on property values.

Inspect properties to collect and evaluate construction characteristics, condition, special features, and functional design. Take property measurements and sketch exterior of property. Photograph interiors and exteriors of properties to assist in estimating property value, substantiate findings, and complete appraisal reports.

Skilled in interviewing persons familiar with properties immediate surroundings, e.g. appraisers, contractors, lenders, owners, and realtors, in order to obtain relevant data and information.

Possess knowledge and experience searching online web sites to obtain market data for comparative analysis of rents, expenses, occupancy, capitalization rates, financial data etc. Process relevant data on comparable transaction properties to aid in the estimation of appraised values. Collect and analyze income and operating expense statements for use when applying the income approach.

Compare and analyze trends at the national level with trends at the local level and clearly communicate both similarities and difference.

- Analyze financial data;
- Analyze sales activity or trends;
- Analyze market conditions

When required estimate replacement costs using unit in place and segregated methods with online estimators e.g. Marshal & Swift.

Develop final estimation of property values, taking into account such factors as replacement cost less depreciation, market value comparisons of similar properties, and investment income potential.

Prepare written reports that estimate property values, outline methods by which the estimations were made, and meet Uniform Standards of Professional Appraisal (USPAP)

Testify at appeal hearings on how the estimated value of the real property was developed.

ADDITIONAL RESPONSIBILITIES:

Continuing education — Stay current on appraisal, assessment and technology issues and apply new knowledge in the work environment.

Communicate with persons outside Assessor's Office — Represent the Assessor's Office to the public, government, and other external sources.

Document / Record information — Enter, transcribe, record, store, or maintain information in digital/ electronic formats.

Interpret and explain the coding of assessment data for others — Translating what assessment data means and how it can be used.

Perform administrative activities — day-to-day administrative tasks such as the commercial property inventory files, qualifying sales transaction, collecting and maintaining income and expense data in electronic format, and converting paperwork into digital documents.

EDUCATION / EXPERIENCE:

A four year BA/BS degree and a minimum of five years of commercial appraisal experience are preferred. Possession of the **CAE** designation from the **International Association of Assessing Officers, (IAAO)** will be given preference. A designation from other professional appraisal organizations will be considered, e.g. Appraisal Institute, National Association Independent Fee Appraisers, American Society of Appraisers, etc.

A state certified general appraiser (commercial) license, with a strong background in math, business, computer science, or economics or ability to obtain a general state appraisal license is also preferred.

A proficiency in the use and operation of PCs and mobile data collection devices, databases, word processing and spreadsheets is required. Knowledge and use of statistical software like NCSS and ESRI's ArcMap products is an additional benefit. This position requires the ability to work independently and possess good problem solving skills. Excellence in oral and written communication is a must.