

BANNOCK COUNTY **CLASS SPECIFICATION**

COMMERCIAL/INDUSTRIAL PROPERTY APPRAISER

Department: Assessor
FLSA Designation: Non-Exempt

Pay Grade: 13
Effective Date: 08/07, 08/09

Purpose of Class

Appraises a range of small commercial properties (Bi-Low, Butcher Block) to complex multi-national international corporations (AMI, Heinz). Performs supervisory and technical duties related to the appraisal of improved and unimproved urban commercial/ industrial and rural commercial/industrial properties to determine market value for ad valorem tax purposes; performs related work as required.

Primary Function

The principle function of an employee in this class is to supervise and conduct highly technical appraisals and reappraisals of improved, unimproved, urban and rural commercial/industrial properties. The work requires field inspection of property and/or structures, which may result in stressful situations and contacts with business owners and managers. A commercial/industrial appraiser must demonstrate tact and diplomacy in such situations. The work is performed under the supervision of the Chief Deputy Assessor. The nature of the work requires the employee to be detail oriented and sensitive to mandated deadlines. Discretion is required in the handling of confidential business financial statements. The principle duties of this class are performed in a general office environment and in the field, including exposure to adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Plans and organizes field appraisal and reappraisal programs, determines project priorities, makes staff assignments, establishes project guidelines and procedures, and reviews work of subordinates;
- Supervises and trains subordinate employees
- Presents testimony to Board of Equalization, Board of Tax Appeals and the District Court if necessary;
- Assists with annual department budget preparation and administration;
- Performs detailed and technical appraisal and reappraisal of unimproved and improved urban and rural commercial/industrial properties;
- Records appraisal information on standardized report forms and in the computer;
- Answers questions from property owners, executive officers and attorneys related to the valuation and assessment of property;
- Interviews persons familiar with property, collects income and expense information, takes measurements, reads blueprints and makes sketches of the same;
- Inspects property for the type and quality of construction, condition and functional design;

Commercial/Industrial Property Appraiser

- Compiles data according to accepted appraisal practices to determine current fair market value;
- Prepares property diagrams, calculates square footage, and inputs inventory data in the computer;
- Maintains current files and records of property sales to monitor changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Researches building permit records, sales, leases, plat maps, aerial maps, blueprints and contacts owners to arrange appraisals;
- Prepares documentation, processes paperwork and performs computer data entry, conducts audits to assure accuracy of records;
- Develops and provides statistical analysis and ratio studies;
- Prepares and presents reports to numerous departments;
- Responds, researches and resolves public inquiries, requests for information and complaints;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Remains current on required certification by attending courses, workshops and training seminars;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles, approaches, practices, techniques, tools, terminology and objectives of property appraisal;
- Current Idaho Code; State Tax Commission regulations, standards and requirements; County and City policies, procedures and codes/ordinances related to property appraisal;
- Current knowledge of construction methods, techniques, materials and practices as well as requirements of the Cities and County;
- Operation of standard office equipment and a personal computer;
- Employee supervisory and evaluation methods and techniques.

Ability to:

- Supervise and train subordinate employees, monitor workflow, determine priorities and make work assignments;
- Visually inspect, observe and document physical details of property to arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;
- Make mathematical calculations to determine percentages, volumes, areas and other related calculations;
- Make judgment decisions required for the appraisal process;
- Interpret cost manuals used in appraisal of personal and real property;

Commercial/Industrial Property Appraiser

- Read legal descriptions, deeds, plat books, maps and blueprints;
- Operate and maintain a motor vehicle safely and reliably;
- Work under varying and extreme weather conditions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes and contracts;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Prepare statistical reports and records;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected appointed officials and the public;
- Respond to citizen requests in a courteous and timely manner;
- Make sound and reasonable decisions following laws, ordinances, regulations and established procedures;
- Perform a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Acceptable Experience and Training

- College degree with emphasis in business;
- Five (5) years progressive property appraisal experience including two (2) years supervisory is required; or
- Any equivalent combination of experience and training providing the knowledge and abilities to perform the work.

Special Qualifications

- Idaho property appraisal certification is required;
- Successful completion of Appraisal Courses 1 and 2 and four additional courses approved by International Association of Assessing Officers (IAAO)
- Ability to read blueprints, maps and aerial photographs;
- Idaho driver's license in good standing is required;
- Must have the ability to acknowledge and correct errors.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and observe, inspect and appraise real and personal property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including computer equipment and operate a motor vehicle;
- Sufficient personal mobility, strength, agility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct field inspections, driving or walking through rural or unimproved property and work in an office environment.