

## **ROUTT COUNTY**

### **CLASSIFICATION: COMMERCIAL APPRAISER**

Created: August 2021

Department: Assessor

Family: Professional/Technical

Approved By: County Manager

Pay Scale: Commercial Appraiser

FLSA Status: Non-Exempt

Date: August 2021

#### **SUMMARY:**

Under general direction, performs very complex commercial improved and vacant property appraisal work for tax assessment purposes; researches market characteristics, sale and lease trends, and how their relationships affect market value; develops and distributes confidential mass mailings to commercial property owners requesting valuation information; collects and verifies sales information via transfer declarations and other sources; reviews deeds, declarations, covenants, architectural drawings and proposed development schemes for preliminary and newly recorded commercial subdivisions/plats; responds to complex property owner inquiries, complaints and appeals; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

An incumbent in this class performs the most difficult and complex commercial property appraisal duties requiring a Colorado Certified General Appraiser license. The incumbent performs most duties independently, referring specific matters to a superior only when interpretation or clarification of organizational policy is necessary.

#### **SUPERVISION EXERCISED:**

An incumbent in this class does not directly or indirectly supervise the work of subordinate Appraiser staff but may lead, train or direct the work of staff as assigned.

#### **JOB DUTIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.*

- Performs the most advanced and complex commercial improved and vacant property appraisal work for tax assessment purposes, requiring licensure as a Colorado Certified General Appraiser.
- Performs complex appraisals and re-appraisals on commercial properties, including the research of market characteristics, sale and lease trends, and how their relationships affect market value.
- Develops and distributes confidential mass mailings to commercial property owners requesting valuation information; receives, reviews and analyzes completed questionnaires; determines the various types of leases, equalizes and reconciles the data and correlates to various indices; applies reconciled rates and various data analysis models; updates and maintains commercial property assessment information in a computerized database.
- Collects and verifies sales information via transfer declarations and other sources; communicates with buyers, sellers and agents and tenants regarding terms and conditions of commercial transactions to determine their validity and whether lease arrangements existed at the time of sale; sends or emails sale confirmation worksheets; codes sales and maintains a master commercial sale database; adjusts sale prices for non-realty items, special financing or other terms as appropriate.
- Reviews deeds, declarations, covenants, architectural drawings and proposed development schemes for preliminary and newly recorded commercial subdivisions/plats; properly classifies and allocates historical, current and future values, understanding the relationship between complex and frequent plat changes and their effect on classification, ownership, and value.

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- Draws, views, photographs and measures properties, including new construction; corresponds with construction project managers to accurately determine property values based on property characteristics and the grade of improvements, market areas, market influences, sales data and statistical trends affecting market values; monitors and tracks construction progress and/or classification changes; ensures that property information is accurately entered and maintained in a computerized database.
- Prepares comprehensive commercial appraisal reports that are detailed, organized, clear, defensible, and prepared timely for presentation; discusses market areas and market influences, including the sale, income cost trends, and statistical trends affecting values; compiles detailed spreadsheets into user-friendly public electronic files.
- Responds to complex property owner inquiries, complaints and appeals regarding property values, property characteristics, and other related questions via phone call, email, fax and mail; obtains and logs detailed information; reviews and re-evaluates property valuation records and re-visits property as require; analyzes information and makes recommendations to uphold or deny appeals; adjusts property accounts and notifies property owners.
- Defends appraisals during property owner protest periods, at County Board of Equalization hearings, during Board of Assessment Appeals hearings, at arbitration hearings, and in District Court as directed.
- Supports the annual audit of the Assessor Department; prepares documentation on valuation methods including time trending, sales confirmations and other activities.
- Monitors new legislation and court cases that could impact the listing, classifying and valuation of properties in Routt County.
- Attends training classes, conferences, and seminars as assigned.
- Perform other related duties as assigned.

### QUALIFICATIONS:

#### **Education and Experience**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Possession of a bachelor's degree from an accredited four-year college or university, preferably with major coursework in business administration, accounting, economics, finance, real estate, or a related field.

#### **Substitution:**

Other educational backgrounds may be qualifying if they conform to the requirements established by the Colorado Department of Regulatory Agencies for licensure as a Certified General Appraiser.

#### **Experience:**

Minimum five years performing property appraisal work for either fee-based private sector or tax assessment purposes in a county assessor's office, including experience valuing both basic and complex commercial properties.

#### **Licenses and Certificates:**

- Possession of a current Colorado Certified General Appraiser license.

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- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.

#### **Knowledge of:**

- Advanced principles and practices of commercial property appraisal for tax assessment purposes.
- Colorado laws and regulations governing the appraisal of commercial, industrial, residential, agricultural, and special purpose properties.
- Global, national, and local economic trends affecting values, including financial markets, lending practices, and government policies.
- Business and financial records.
- Advanced interpretation of covenants, easements, zoning, and setbacks and their impact on property value.
- Advanced real estate transfer processes, title conveyances, deeds, and deed types.
- Legislation and court cases that affect the listing, classifying, and valuation of properties in Routt County.
- The Tabor amendment as it relates to property value and taxes.
- Map reading methods.
- Mathematics, including geometry and formulas for determining areas and volumes.
- Methods of data organization and statistical analysis.
- Legal terminology pertaining to property ownership.
- Methods of ensuring accurate data entry.
- Methods of writing clear and accurate narrative and statistical reports.
- Principles and practices of customer service.
- Principles and practices of leadership.
- Correct spelling, grammar, and punctuation.
- Standard alphabetical, numerical, and chronological filing methods.
- Standard office practices, procedures, and equipment, including the use of personal computers and business software as well as Geographical Information System (GIS) technology.

#### **Ability to:**

- Analyze situations accurately and adopt effective courses of action.
- Exercise independent judgment, discretion, and initiative within limits of authority.
- Analyze, interpret, and verify property appraisal data and assign accurate and equitable fair market value values for taxation purposes.
- Audit complex business financial records and detect accounting and reporting irregularities.
- Explain complex property assessment procedures and determinations to taxpayers.
- Conduct complex research to locate and interpret a variety of detailed records and information related to property valuation for tax assessment purposes.
- Read, understand, interpret, and apply rules, regulations, codes, laws, and ordinances pertaining to Colorado property assessment and taxation.

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- Maintain a complex computer inventory and valuation system through attribute updates, changes, valuation modeling, and value tracking.
- Conduct database queries, compile information from multiple sources, and run complex reports.
- Accurately read maps and blueprints and efficiently operate sketch software to enter blueprints into the official Assessor records.
- Perform complex mathematical, financial and statistical calculations.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs.
- Utilize GIS mapping software.
- Obtain mandatory continuing education related to appraisal license requirements.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

#### **Physical and Mental Standards**

*The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand; occasionally walk over uneven ground.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

#### **TYPICAL WORKING CONDITIONS:**

- The employee typically works in a standard office environment where the noise level is moderate but occasionally works in an outdoor environment under varying weather conditions.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.