

# SHAWNEE COUNTY, KANSAS

## Position Description

### Commercial Real Property Specialist

POSITION CONTROL NUMBER: AP1015A

FLSA STATUS: N

#### POSITION DESCRIPTION

Under general supervision, this position is responsible for the annual valuation of more complex commercial/industrial, multi-family residential and exempt properties in compliance with state statutes and the uniform standards of professional appraisal practice. Performs other duties as assigned. This position is supervised by the Deputy Appraiser.

#### WORK PERFORMED

- 25% Income Analysis, Modeling, and Benchmark Development.** Gathers and analyzes income and expense data to support property valuation. Conducts surveys of property owners and reviews financial records such as rent rolls, listings, and operating statements to identify market trends and typical ranges for rental rates, vacancy levels, expense ratios, capitalization rates, and other key components of the income approach. Develops valuation models tailored to various property types, clearly outlining the distinctions between them and any contributing factors that influence value. Provides valuable insights to senior appraisers and management to aid in assessing the reasonableness of property values through sales ratio analysis.
- 20% Valuation Analysis, Assignment, and Review.** Conducts income and cost approach valuations for all assigned properties, ensuring alignment with current market trends through comprehensive sales analysis. Provides clear, detailed justifications for any value changes. Supports the training of new staff both in the office and in the field, and assists with the direction and quality control of work completed by Commercial Real Property Appraisers.
- 15% Appeals Representation and Case Preparation.** Represents Shawnee County in defending property valuations at all appeal levels, including hearings before the Board of Tax Appeals (BOTA). Prepares detailed case materials and supporting evidence for commercial and industrial real estate appeals. Analyzes and critiques documentation submitted by property owners and their representatives, including rent rolls, leases, operating statements, and third-party appraisals. Reviews both current and prior appeal data to assess validity and relevance. Collaborates with the County Counselor to develop legal and valuation defense strategies. Consults with upper management to evaluate the merits of each case and provide recommendations on potential settlements or proceeding to formal hearings. Provides expert witness testimony, subject to cross-examination. Responds to inquiries from property owners or agents and conducts site inspections as needed. Coordinates with property owners and their authorized representatives to exchange information and clarify valuation issues.
- 20% Collection and Classification of Commercial/Industrial Property Data.** Conducts on-site inspections and/or reviews blueprints to measure and document new and existing structures, verifying current property use and occupancy status. Calculates building area and other key dimensions, and prepares detailed structural sketches to support the appraisal process. Captures current photographs of each structure from multiple angles as needed to provide a complete visual record for valuation purposes.
- 15% Sales Verification and Analysis.** Verifies the terms and validity of property sales, including confirmation of sale prices and transaction conditions. Conducts on-site inspections of sold properties to measure and confirm physical characteristics, as well as current use and occupancy. Analyzes and stratifies sales data to identify market trends and support valuation accuracy. Takes up-to-date photographs of structures from multiple angles to document property conditions at the time of sale.
- 5% Quality Assurance.** Supports the Deputy Appraiser and Senior Commercial Real Property Appraiser in reviewing the accuracy and consistency of work completed by Commercial Real Property Appraisers. Provides constructive feedback and professional guidance to assist team members in making informed decisions that impact the valuation process.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Advance appraisal methodology with an emphasis on the income approach especially as it applies to more valuable and complex properties.
- The Computer Assisted Mass Appraisal system as well as PC-based programs used in statistical analysis.
- Income and expense analysis and familiarity with complex types of leases and rental agreements.
- Statutes and state guidelines relating to the appraisal of commercial real property.
- Kansas real estate laws.
- Uniform Standards of Professional Appraisal Practice.
- Real estate appraisal methods and techniques with an emphasis on commercial mass appraisal.
- The cost, commercial income and sales comparison approaches to value.
- Construction methods and building types.

**Ability to:**

- Establish and maintain effective working relationships with outside contractors, regulatory agencies, fellow employees and the general public.
- Establish commercial market models and perform complex income and expense analysis, set benchmarks and valuation guidelines.
- Perform cost studies and market analysis.
- Concentrate on complex appraisal tasks for extended periods of time and independently solve complex problems.
- Interpret, present and apply appraisal principles and techniques in appraising real property and in exercising sound judgment in developing, analyzing and reporting complex and advanced appraisal data.
- Read and understand blueprints, property ownership maps, property descriptions and building plans.
- Communicate effectively, both orally and in writing, using the English language.

**Skill in:**

- The use of a Computer Assisted Mass Appraisal system for inquiry, data entry, reporting and valuation functions.
- The use of PC-based computer programs for word processing, spread sheet and statistical analysis.
- All advanced income approaches.

**PHYSICAL REQUIREMENTS**

N-Never      O-Occasional (1%-33%)      F-Frequent (34%-66%)      C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending		X			High Elevation		X		
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling	X				Squatting		X			Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity			X	

**EQUIPMENT USED**

Personal Computer

Printer

Telephone

Fax Machine

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Photocopier  
Calculator

Office Furniture

Digital Camera

Tape Measure

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Five (5) years' mass appraisal experience.
- Four (4) years' commercial and industrial appraisal experience, with one (1) year experience in at least two (2) of the four (4) major land use groups: Retail, Office, Warehouse/Industrial, Apartments.
- Successful completion of IAAO or Appraisal Institute courses totaling one hundred fifty (150) hours including IAAO Courses 101, 102, 112, 201 and 300, and 311 or equivalent.
- Kansas Registered Mass Appraisal professional designation.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 04/06  
Revision History: 07/25