

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Senior Commercial Real Property Appraiser**

**POSITION CONTROL NUMBERS:** AP1016A, AP1017A

**FLSA STATUS:** N

**POSITION DESCRIPTION**

Under general supervision, this position performs commercial/industrial appraisals for the most complex and highest valued properties and provides advanced appraisal functions and analytical expertise. Also provides expert witness testimony on all commercial/industrial properties under appeal at the Board of Tax Appeals (BOTA). Performs other duties as assigned. This position is supervised by the Commercial Appraisal Manager.

**WORK PERFORMED**

- 25% Hearings.** Represents Shawnee County in the defense of values at all levels of appeal including the Board of Tax Appeals. Prepares evidence and case materials for commercial/industrial real estate cases under appeal at the Board of Tax Appeals. (This evidence is subject to further judicial review.) Reviews and critiques evidence presented by property owners and their agents. Reviews and evaluates prior appeal data and any new data submitted by property owner (agent) including but not limited to the review of rent rolls, operating statements, leases and fee appraisals. Works closely with the County Counselor in developing defense strategies. Discusses cases with upper management and makes recommendations regarding the advisability of settlement or pursuing to formal hearing. Provides expert witness testimony which is subject to cross examination. Answers property owner and/or agent's questions and inspects property if necessary. Discusses cases and exchanges information with property owners and their bona fide representatives. Makes adjustments to value when warranted.
- 20% Income Analysis, Modeling And Setting Benchmarks.** Collects and analyzes income and expense data. Reviews published reports and financial data (rent rolls, listings, operating statements, etc.) to determine the predominant ranges of rental rates, vacancy rates, expense rates and other elements of the income approach to value. Stratifies and analyzes sales. Creates models for each different property type. Describes the differences between each property type and any contributory factors affecting value. Surveys property owners and reviews existing files for income, expense and occupancy rates. Sets benchmarks and guidelines for valuation. Documents rationale and justification for values in a narrative report format to be used by management.
- 20% Collect And Classify Commercial/Industrial Property Characteristics.** Measures and lists new and existing structures by on-site visits and/or an analysis of blueprints and verifies current property use and occupancy. Calculates building area and other dimensional information and produces sketches of structures that will be useful in the appraisal process. Takes current photos of all structures from different angles when necessary.
- 15% Estimate Commercial/Industrial Property Values.** Prepares income and cost approaches to value for all assigned properties and reviews sales to ensure that the results are in line with recent market activity. Assists in the office and field training of new personnel and the supervision and quality assurance checks of other appraisers.
- 10% Sales Analysis.** Verifies conditions of sales and validity of sale prices. Inspects sold properties on site. Measures and verifies property characteristics and verifies the current property use and occupancy. Stratifies and analyzes sales. Takes current photos of all structures from different angles.
- 5% Service To The Public.** Answers appraisal-related questions and provides information to property owners and their bona fide representatives.

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**5% Quality Assurance.** Assists the Commercial Appraisal Manager with reviewing the quality of work performed by Commercial Real Property Specialist(s), Commercial Real Property Appraiser(s), and Commercial Real Property Appraiser Trainee(s). Also provides valuable feedback to assist other commercial appraisers with making decisions that will influence the valuation process. This category needs added

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Advance appraisal methodology with an emphasis on the income approach especially pertaining to high value, 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 various types of complex 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 do 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 advanced appraisal principles and techniques in appraising complex and high value real property and in exercising sound judgment in developing, analyzing and reporting 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, spreadsheet 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 |   |   |

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|              |   |  |   |   |          |   |   |   |  |                               |   |   |   |  |
|--------------|---|--|---|---|----------|---|---|---|--|-------------------------------|---|---|---|--|
| 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

Photocopier  
Office Furniture

Tape Measure

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Six (6) years' mass appraisal experience.

Five (5) years commercial and industrial appraisal experience, with one year of experience in at least three (3) of the four (4) major land use groups (retail, office, warehouse/industrial, apartments).

Successful completion of IAAO or Appraisal Institute courses totaling two-hundred forty (240) hours including IAAO Courses 101, 102, 112, 201, 300, 312, 400.

Registered Mass Appraisal professional designation.

Valid Driver's License and able to operate a County-owned vehicle (HR-2005-7).

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.

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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.

|                                                              |               |
|--------------------------------------------------------------|---------------|
| _____<br>Employee's Signature / Printed Name                 | _____<br>Date |
| _____<br>Administering Supervisor's Signature / Printed Name | _____<br>Date |
| _____<br>Appointing Authority's Signature / Printed Name     | _____<br>Date |

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