

SHAWNEE COUNTY, KANSAS
Position Description
Commercial Real Property Appraiser

**POSITION CONTROL
NUMBERS:**

AP1008A, AP1035

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for the annual valuation of all 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 Commercial Valuation Manager with some supervision of daily activities provided by upper level commercial appraisers.

WORK PERFORMED

- 25% Hearings.** Represents Shawnee County in the defense of values at the informal appeal level and assists in the preparation for upper level appeals. 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. Reviews any proposed adjustments to value with the Commercial Valuation Manager prior to making adjustments pursuant to a hearing.
- 20% Income Analysis, Modeling and Setting Benchmarks.** Collects/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. Provides input and assists senior appraisers in creating models for each different property type. Surveys property owners and reviews existing files for income, expense and occupancy rates. Assists in the setting of benchmarks and guidelines for valuation.
- 20% Estimates Commercial/Industrial Property Values.** Prepares income and cost approaches to value for all assigned properties and reviews sales to ensure the results are in line with recent market activity. Provides detailed reasoning for any value decreases or increases greater than 10% from the previous year's final value. Assists in the office and field training of new personnel.
- 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 photo of all structures from different angles when necessary.
- 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. Takes current photo 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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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Advance appraisal methodology with an emphasis on the income approach.
- 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 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 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
HANDS					BODY/TRUNK					OTHER				
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		
ARMS					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				LEGS/FEET					Electrical Hazards	X			
EYES					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		
VOICE					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X						X	

EQUIPMENT USED

**Shawnee County Position Description
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Personal Computer
Printer

Telephone
Fax Machine

Photocopier
Office Furniture

Tape Measure

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Two (2) years' mass appraisal experience.

Successful completion of IAAO or Appraisal Institute courses totaling one hundred twenty (120) hours including IAAO Courses 101, 102, 112 and 201, 300 or 312.

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.

PREFERRED QUALIFICATIONS

One (1) year commercial/industrial appraisal experience.

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.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/07
Revision History: 05/24