



# Commercial Appraiser Supervisor

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 513  
Supervisory: Yes  
Reports to: Commercial Property Manager

### Summary

Under general direction from the Commercial Property Manager, directs the work of commercial appraisers in the valuation of commercial real property for ad valorem tax purposes using industry-accepted methods for determining value.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise and monitor work of assigned personnel and functions; ensure work is completed accurately and efficiently; mentor and train staff as needed.
2. Manage schedules and delegate assignments; approve or deny leave requests.
3. Identify and address performance and/or behavior problems in a timely manner and initiate corrective action as directed; conduct annual performance evaluations.
4. Assist with interviewing and hiring of staff.
5. Oversee the gathering and validation of data associated with commercial real property including methods such as measuring structures, physical inspections of the exterior and interior of buildings, photographs of property, intended use of property statements, and the classification building sections.
6. Utilize GIS systems and digital imagery in analyzing and comparing property characteristics associated with property inventory data.
7. Monitor and prepare appraisals for defense of valuations, advise on market values and trends, and provide testimony at state and local board hearings.
8. Maintain a working knowledge of appraisal areas and the gathering and analysis of data for a computer assisted appraisal systems in compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.

### Knowledge, Skills, and Abilities

- Knowledge of supervisory techniques

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Job Title: Commercial Appraiser Supervisor  
FLSA: Non-Exempt  
Effective Date: 4/26/2019  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

- Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to commercial real property
- Knowledge of land appraisal and building cost estimating methods
- Skilled at determining quality of construction and design classifications
- Skilled in reading plats and blueprints
- Skilled at preparing appraisals for equalization processes
- Skilled at mass updates to property records
- Ability to calculate square footage, perimeter, wall heights, and associated ratios associated with usage classifications
- Ability to compare digital imagery with property inventory data for validity
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to supervise, coach, and train others
- Ability to evaluate the work of others, address performance problems, and initiate corrective action
- Ability to locate property according to description

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is divided between an environmentally controlled office setting and field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses measuring devices, laptop, desktop, smartphone, photocopiers, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, and stoop. The employee occasionally walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces. Specific vision abilities by this job include close vision and ability to adjust focus and the ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies up to fifty (50) pounds. The employee regularly drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree.
2. Five (5) years of work experience as a real property appraiser with an emphasis on commercial appraisal.
3. Equivalent combinations of education and experience may also be considered if all Additional Eligibility Qualifications are met.

**Preferred Education and Experience**

1. Supervisory or lead experience.

**Additional Eligibility Qualifications**

1. Applicant must possess designation as a Certified General Appraiser with the Utah State Department of Commerce.
2. Incumbent must possess General Ad Valorem Appraiser designation with the Utah State Tax Commission or must obtain said designation within twenty-four (24) months.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director - Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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