Class Title: Commercial Appraiser Trainee **Class Code:** 2277
Department: Assessor **Grade:** 20
FLSA: Non-exempt **Eff. Date:** 07/16/2021
 Revised: 04/02/2025

GENERAL PURPOSE

Under general supervision of the Commercial Property Team Lead, performs technical assessment work on all types of real property (including commercial property, vacant land, greenbelt, condominiums, improved residential parcels, income producing parcels and commercial parcels) within Davis County.

EXAMPLE OF DUTIES

Travels to property sites and obtains data to determine the standard and type of structure involved; performs physical inspection of exterior and interior of buildings, photographing property, and recording architectural quality and intended use of the property. Reviews plans and specifications as necessary.

Physically inspects and accurately collects the data elements that contribute to the value of real property (including the economic, social, physical and environmental factors) and record information on data input sheets.

Accurately collects and analyzes commercial sales, vacancy rates, expenses and lease information from all types of commercial properties to be used in narrative appraisals, computer assisted appraisals and multiple regression valuation models.

Appraises all types of real property including complex properties using current appraisal techniques, methods, mathematical formulas and the various recognized approaches. Analyzes the various physical, economic, social and environmental factors which affect value and correlate the different approaches.

Prepares complex narrative commercial appraisals conforming to Uniform Standards of Professional Appraisal Practice as outlined by the licensing division of the Department of Commerce and the Federal Government; defends the appraised value before the County Board of Equalization, the Utah State Tax Commission and various levels in the Judicial Courts as an expert witness or an advocate.

Uses computer programs to develop queries to locate appraisal problems and inconsistencies; uses financial and appraisal software and makes modifications to the queries for individual properties.

Develops commercial neighborhood boundaries, size adjustment tables and land tables with values for all classes of commercial, industrial and multiple housing property.

Responds to questions from property owners regarding appraisals and assessments.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1.   **Education, Experience, License and/or Certification:**

Graduation from an accredited college or university with a Bachelor's Degree, plus two (2) years of full-time employment as a real estate appraiser.

Must possess and maintain a valid license as a Licensed Appraiser or a Certified Residential Appraiser issued by the Utah State Department of Commerce.

Must possess (or obtain within eighteen months of hire date) and maintain designation as an Ad Valorem General Real Property Appraiser (Utah State Tax Commission).

2.   **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).   Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3.   **Necessary Knowledge, Skills and Abilities:**

Working knowledge of: Standards of Appraisal Practice; the Code of Ethics; mathematical formulas; appraisal, building trades and construction terminology; building standards, appraisal methods, and research principles, methods, and techniques in relation to commercial real property; land appraisal and building cost estimating methods; sum and categorize improvement square footage, perimeter, and associated ratios; basic statistical knowledge and various appraisal approaches to value for all types of real property; current regulations and property tax codes; applicable computer software including spreadsheets, word processing and analytical software; basic accounting skills.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: read and understand property descriptions, title abstracts and property conveyance documents; read plats and blueprints; travel to and locate properties according to descriptions; perform math computations to determine square footage; determine proper model classification of buildings; work for sustained periods of time maintaining concentrated attention to detail; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

WORKING CONDITIONS

Employees typically sit at a desk or table; regularly walk, stand, or stoop; occasionally lift, carry, push, pull, reach, or otherwise move objects weighing up to 50 pounds; occasionally walk, stand, stoop, crouch, kneel, crawl on or narrow, slippery, or erratically moving surfaces; move over and around rough, uneven, steep, and otherwise unimproved ground; move up and down stairs; work outside in inclement (hot and cold) weather conditions; regularly drive a motor vehicle and work for sustained periods of time maintaining concentrated attention to detail.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***