



## CLASS SPECIFICATION

**Class Title:** Commercial Property Team Lead  
**Department:** Assessor  
**FLSA:** Non-exempt

**Class Code:** 2285  
**Grade:** 26  
**Eff. Date:** 01/06/2015

### GENERAL PURPOSE

Under general supervision from the Chief Deputy, performs a variety of technical duties in directing the appraisal and assessment of commercial real property for Davis County.

### EXAMPLE OF DUTIES

Coordinates, assigns, reviews, and evaluates the work of subordinate staff to ensure the team meets established performance standards.

Makes recommendations on hiring employees. Trains employees; initiates disciplinary action as directed and in compliance with County Policies and Procedures and practices; schedules and approves vacation and sick leave to facilitate the team's ability to meet organizational goals. Conducts employee performance appraisals to determine achievement of performance objectives. Consults with employees regarding job performance to ensure employees are informed of all concerns with regard to performance expectations. Addresses performance problems in a timely manner, and reports concerns to the Chief Deputy or County Assessor. Ensures team members adhere to all applicable state laws and County policies.

Works with other team leads as a member of the department standards committee to ensure consistency throughout the department. Works with the standards committee to establish standards for analyzing quality control and production guidelines.

Maintains team production records to ensure completion of assessment work by deadlines. Maintains reasonable and necessary knowledge of operations within the offices of the Clerk/Auditor, Treasurer, Recorder, Tax Administration and other departmental divisions enabling appropriate follow through with problems during the assessment process.

Supervises the valuation of all segregated parcels that are split or combined, as well as all developed subdivisions, condominiums, and Planned Unit Developments (PUD) within established deadlines.

Supervises the operations of the computer-assisted mass appraisal system for all team members; as a member of the standards committee, assists in establishing operating procedures and operating policy. Communicates department policy and procedure and division policy to all team members and monitors compliance. Supervises the assessment of all new construction, additions, re-inspection/incomplete parcels for all commercial property, and ensures completion as mandated by statute. Ensures real property assessments meet department standards for accurate market values.

Assists and leads team members in the operations of the Board of Equalization and State Tax Commission appeals in accordance with policies and procedures set by the County Assessor, County Commission, State Tax Commission, and/or State law and regulations. Answers questions from taxpayers or recommends appropriate resources in a timely manner; ensures all Board of Equalization complaints are acted upon in a timely manner.

Participates in the development of plans including areas to be selected for reappraisal and helps establish geographic boundaries and methodology to complete the reappraisal of all properties in the

county; ensures all reappraisals of commercial properties within the county are maintained at market value.

### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation plus five (5) years of full-time paid experience as a real property appraiser. Preference for supervisory experience.

**2. Special Qualifications:**

Must be licensed as a Certified General Appraiser with the Utah State Department of Commerce.

Must become certified as an Ad Valorem General Appraiser with the Utah State Tax Commission within eighteen (18) months of hire date.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, 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).

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

**Knowledge of:** appraisal techniques and methods for residential, condominium, land and commercial appraisals; real estate values as determined by cost, market and income approaches to value; Computer-Assisted Mass Appraisal Systems; current appraisal laws and regulations; factors affecting real property values; building trades and construction terminology; principles, methods, and practices of effective supervision; County policy and procedures; basic business mathematics and effective supervisory principles and practices.

This position requires 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:** supervise and evaluate the work of subordinate staff; motivate and train staff; identify and address performance problems; efficiently use all applicable computer hardware and software (word processor, spreadsheet, data base); respond appropriately and professionally in stressful situations; perform complex appraisal functions; perform complicated statistical functions that include developing formulas for use in analyzing sales; read plats and blueprints and find property according to descriptions; perform mathematics functions in assessing property; 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.

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 requirements are subject to possible modifications to reasonably accommodate individuals with disabilities**