



COMMERCIAL REAL ESTATE APPRAISER ANALYST II

DEPARTMENT: Commercial	Real Estate Assessment
DIVISION: Real Estate	Commercial
PAY GRADE:	TBD
FLSA STATUS:	NON-EXEMPT
Date:	4/5/17

EMPLOYMENT OPPORTUNITIES

The Orange County Property Appraiser's office is an Equal Opportunity Employer. For questions, comments or to obtain further information on employment at OCPA, please contact the Administrative Services Department, Human Resources at (407) 836-5055, M - F, 8 A.M. - 5 P.M. EST

<http://www.ocpaf.org/Other/Employment.aspx>

SUMMARY

This position involves the valuation of commercial real estate for ad valorem purposes through the application of standard appraisal techniques, including the sales comparison, income and cost approaches.

Work is performed under the supervision of the Commercial Real Estate Assessment Supervisor and/or Manager. Position is also under the oversight of the Chief Operating Officer and guidance of the Property Appraiser.

Must have performed in the capacity of Commercial Real Estate Appraiser I for at least four (4) years **OR** have at least four (4) years of commercial real estate "assessment" experience with a Property Appraiser Office, **OR** have at least four years (4) years of commercial real estate "appraisal" experience. The above categories may be combined to result in a total of at least five (4) years of experience.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

DUTIES AND RESPONSIBILITIES

- Participate in the collection, analysis and review of commercial property data located in Orange County, FL. Analyze and reconstructs income and expense statements upon adherence to confidentiality and nondisclosure obligations.
- Inspect, review and reconcile property sales in compliance with State standards, as measured by the sales ratio analysis of the tax roll. Perform commercial real estate research including comparable sales data, comparable income and expense data, as well as market trends and market derived overall capitalization rates data.
- Develop and perform necessary mass income updates into the computer assisted mass appraisal system and verify the accuracy and validity of resulting changes to value.

- Review commercial properties with owners or their representatives; make value adjustments, when warranted, and justify the changes. Prepare parcel splits and combinations within their assigned property types with correctness with respect to technical and valuation aspects.
- Respond to citizen and other inquiries timely and accurately while communicating the position of the Property Appraiser in a positive, uniform and consistent manner.
- Prepare Property Appraiser Office VAB (Value Adjustment Board) evidence packages and appear before the VAB to explain and defend assessments. Assemble supporting appraisal data and appear as an expert witness or give testimony during litigation proceedings.
- May be required to become a Certified Emergency Responder for emergency Damage Assessment purposes. May be required to staff the Emergency Operations Center (EOC) or Field Operations Center (FOC) during emergency situations. May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. Contingencies such as these may require after-hours or weekend duty.
- Must be capable of performing the valuation of commercial property types with little assistance or oversight from the Commercial Real Estate Assessment Supervisor or Manager.
- Candidate to demonstrate moderate to advanced proficiency, competency, and satisfactory completion of regularly assigned work. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position in the Property Appraiser Office within the same department.
- Assist other departments as needed. Performs other duties as assigned. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS

- Must hold a bachelor's degree or higher from an accredited college or university. Preferred degrees include Business Administration, Real Estate, Finance, Accounting or Economics.
- Requires the ability to demonstrate moderate to advanced proficiency and competency in valuing commercial real estate.
- The professional designation of Certified Florida Evaluator (CFE) is required or must be obtained within a three year period, given course availability. The employee is eligible to begin the CFE designation process following successful completion of a six-month probationary period, and will be eligible for CFE incentive pay upon successful completion of the program.
- Ability to use initiative, to think independently, and exercise sound judgement. Ability to prioritize work. Ability to read and interpret maps, blueprints, plats and aerial photos. Ability to maintain records and prepare reports.
- Ability to apply computer applications and software. Proficiency in Word, Excel and Outlook is necessary. Knowledge and ability to clearly communicate, in writing and orally, concepts related to the valuation of commercial real estate. Geographical competency of the real estate market in the Orlando Metropolitan Statistical Area (MSA) and more particularly the real estate market within Orange County, FL is preferred.
- Ability to research and interpret terms of sales for qualification. Ability to render identifications and technical descriptions concerning structural features, construction methods, and quality of construction.

- Ability to establish and maintain effective working relationships with colleagues, outside agencies, and the general public. Ability to work within a team environment.
- Must have the personality and temperament necessary for working under stress in dealing with the public. Ability to communicate tactfully and courteously with the public.
- Commercial real estate appraisal and/or Property Appraiser Office commercial real estate assessment experience is required.

NOTE: A Master’s Degree in Real Estate, may substitute for up to one (1) year of work experience.

SPECIAL PROVISIONS

While employed by the Orange County Property Appraiser (OCPA), must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property; sell OCPA computerized database information; engage in any outside computer programming or consulting. Employees and members of their household may not own or hold financial interest in an appraisal business.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, crouch or crawl, use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms, talk and hear. Lift and/or move 20 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Additional physical and/or mental requirements that occur may not be listed above, but are inherent in performing the position’s essential functions. When working outside, may be exposed to extremes of weather conditions common to Central Florida. Position will require driving.

SPECIAL WORKING CONDITIONS

All county employees may be called upon to assist other departments in a declared emergency situation (i.e. Hurricane).

AT-WILL STATEMENT

Employment at the Orange County Property Appraiser’s Office (OCPA) is on an “at-will” basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. OCPA reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

I hereby certify that I have reviewed my written job description and I acknowledge that it accurately describes the job I am currently performing for OCPA.

Print

Sign

Date

COMMERCIAL REAL ESTATE APPRAISER ANALYST III

DEPARTMENT: Commercial	Real Estate Assessment
DIVISION: Real Estate	Commercial
PAY GRADE:	TBD
FLSA STATUS:	NON-EXEMPT
Date:	4/5/17

EMPLOYMENT OPPORTUNITIES

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<http://www.ocpafl.org/Other/Employment.aspx>

SUMMARY

This job involves the valuation of commercial real estate for ad valorem purposes through the application of standard appraisal techniques, including the sales comparison, income and cost approaches.

Work is performed under the supervision of the Commercial Real Estate Assessment Supervisor and/or Manager. Position is also under the oversight of the Chief Operating Officer and guidance of the Property Appraiser.

Must possess the qualifications of Commercial Real Estate Appraiser II **AND** have performed in the capacity of Commercial Real Estate Appraiser I & II combined for at least eight (8) years **OR** have at least eight (8) years of commercial real estate "assessment" experience with a Property Appraiser Office. Commercial real estate "appraisal" experience may substitute for six (6) of the eight (8) years of the professional experience required.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

ESSENTIAL JOB FUNCTIONS

- Participate in the collection, analysis and review of commercial property data located in Orange County, FL. Analyze and reconstruct income and expense statements upon adherence to confidentiality and nondisclosure obligations.
- Inspect, review and reconcile property sales in compliance with State standards, as measured by the sales ratio analysis of the tax roll. Perform commercial real estate research including comparable sales data, comparable income and expense data, as well as market trends and market derived overall capitalization rates data.
- Develop and perform necessary mass income updates into the computer assisted mass appraisal system and verify the accuracy and validity of resulting changes to value.

- Review commercial properties with owners or their representatives; make value adjustments, when warranted, and justify the changes. Prepare parcel splits and combinations within their assigned property types with correctness with respect to technical and valuation aspects.
- Responds to citizen and other inquiries timely and accurately while communicating the position of the Property Appraiser in a positive, uniform and consistent manner.
- Prepare Property Appraiser Office VAB (Value Adjustment Board) evidence packages and appear before the VAB to explain and defend assessments. Assemble supporting appraisal data and appear as an expert witness or give testimony during litigation proceedings.
- May be required to become a Certified Emergency Responder for emergency Damage Assessment purposes. May be required to staff the Emergency Operations Center (EOC) or Field Operations Center (FOC) during emergency situations. May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. Contingencies such as these may require after-hours or weekend duty.
- Assist other departments as needed. Performs other duties as assigned. Duties, responsibilities and activities may change at any time with or without notice.
- Must be capable of performing the valuation of very complex commercial properties and special use properties with little assistance or oversight from the Commercial Real Estate Assessment Supervisor or Manager.
- Must be able to demonstrate advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner.

MINIMUM QUALIFICATIONS

- Must hold a bachelor's degree or higher from an accredited college or university. Preferred degrees include Business Administration, Real Estate, Finance, Accounting or Economics.
- Level III requires ability to demonstrate advanced proficiency and competency in valuing commercial real estate.
- State-Certified General Appraiser License, or advanced designation, including The Appraisal Institutes' MAI designation and the IAAO's CAE designation are required.
- The professional designation of Certified Florida Evaluator (CFE) is required.
- Commercial real estate appraisal and/or Property Appraiser Office commercial real estate assessment experience is required.
- Ability to use initiative, to think independently, and exercise sound judgement. Ability to prioritize work. Ability to read and interpret maps, blueprints, plats and aerial photos.
- Ability to maintain records and prepare reports. Ability to apply computer applications and software. Proficiency in Word, Excel and Outlook is necessary.
- Knowledge and ability to clearly communicate, in writing and orally, concepts related to the valuation of commercial real estate.
- Geographical competency of the real estate market in the Orlando Metropolitan Statistical Area (MSA) and more particularly the real estate market within Orange County, FL is preferred.
- Ability to research and interpret terms of sales for qualification.

- Ability to render identifications and technical descriptions concerning structural features, construction methods, and quality of construction.
- Ability to establish and maintain effective working relationships with colleagues, outside agencies, and the general public. Ability to work within a team environment.
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