



# Polk County Property Appraiser

## Commercial Appraiser

Appraisal Department

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**Job Title:** Commercial Appraiser  
**Department:** Appraisal Department  
**Supervisor's Title:** Commercial Supervisor

### **Basic Purpose**

Under general supervision the Commercial Appraiser is responsible for the assessment of commercial real estate for the purpose of ad valorem taxation through the application of standard appraisal techniques including the market, income and cost approaches. This position requires knowledge of Ad Valorem assessments and an understanding of the procedures and techniques in the valuation of commercial properties to determine fair market value. A deputy in this position performs various data entry functions utilizing data entry software and hardware. Work involves a variety of complex tasks requiring considerable independent judgment in the assembly of data and facts and the use of Geographic Information Systems (GIS) in order to formulate objective, equitable, and defensible estimates of value.

**Commercial Appraiser I:** This is the entry level of the Commercial Appraiser position. The work performed at this level is completed with more supervisory assistance than the work performed by the Level II position. In addition, this level may be utilized as a training level in preparation for Level II responsibilities. In order to be promoted to the Level II position, the deputy must complete two full tax roll cycles in this position and obtain the Certified Florida Evaluator (CFE) designation.

**Commercial Appraiser II:** This is the full performance level of the Commercial Appraiser position. Performance duties include but are not limited to the following:

1. Participates in the collection, analysis and review of commercial property to ensure fair and equitable assessments while implementing mass appraisal principles.
2. Perform commercial real estate research including comparable sales, income and expense data, as well as market trends and market derived capitalization rates.
3. Analyze and reconstruct income and expense statements in adherence to confidentiality and nondisclosure obligations. Develop and perform necessary mass income updates into the CAMA system
4. Must be able to demonstrate proficiency, competency and satisfactory completion of regularly assigned work in an independent manner.
5. Conduct site inspections to value real estate as described by the property owner(s) or contained in blue prints, building permits and/or aerial photos.
6. Identify, locate and analyze property information using GIS/Mapping software.
7. Advise property owners concerning methods and procedures used in determining values, answer questions relative to property values, appraisal techniques, property ownership, Ad Valorem assessments and exemptions.
8. Defend values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies, as they may apply to the specific parcels in dispute.
9. Ensure proper preparation of data entry documents by reviewing for completeness, legibility and overall workflow

10. Utilize site inspections, digital imagery, tax roll parcel data and property maps to conduct reviews of assigned properties to fulfill statutory requirements of five year inspections.
11. Performs other duties as assigned and must participate in departmental meetings, cross-training, job-sharing and job duty organizational efforts as directed.

**Commercial Appraiser III:** This is the working lead level of the Commercial Appraiser position performing specialized and complex duties beyond those of Level II. The duties at this level include but are not limited to the following:

1. Must be capable of performing the valuation of complex commercial properties and special use properties with no assistance or oversight from the Commercial Supervisor, Manager or Director.
2. Must be able to demonstrate advanced proficiency, competency and satisfactory completion of regularly assigned work in an independent manner.
3. Acts as team leader in the completion of various projects, including the supervision of employees assigned to the project, under the guidance of the supervisor.
4. Assists with the supervision of work for staff by scheduling, assigning and reviewing work, providing training and counseling and evaluating performance.
5. Ability to create and maintain income models within the CAMA system and verify the accuracy and validity of resulting changes to value.
6. Prepare various reports to establish commercial base rates and table changes as needed to establish commercial valuation.
7. Coordinates research in preparation of team members' contribution to the VAB.
8. Works with the Commercial Supervisor to plan direction of work for the department and aid in decision making activities.
9. May prepare detailed analytical reports to ensure sales in work area are qualified for use with statistical analysis and in compliance with Department of Revenue guidelines.
10. Involved in the analysis, production, database maintenance, and implementation of related departmental projects as a project manager.
11. Responsible for advising the Commercial Supervisor of problems and backlog.
12. Assists with writing and maintaining procedures for the position of Commercial Appraiser.
13. Appraiser at this level will be required to complete IAAO Course 312 Commercial/Industrial Modeling Concepts and IAAO Course 332 Modeling Concepts. Optional Course 400 Assessment Administration.

### **Knowledge, Skills & Abilities**

- Working knowledge of appraisal methods, principles, practices, techniques, standards, procedures and terminology required to estimate the market value of commercial property.
- Ability to support and defend appraisals with tact, impartiality and firmness.
- Knowledge of Computer Assisted Mass Appraisal (CAMA) software.
- Knowledge of statistics and other quantitative tools of data analysis and their application to the appraisal process.
- Knowledge of Florida Statutes and ordinances governing appraisals.

- Ability to express ideas clearly and concisely in writing or orally in a friendly manner.
- Ability to use software programs related to job functions accurately and effectively.
- Ability to communicate tactfully and courteously with the public.
- Must be able to establish and maintain effective working relationships with other Deputies, County departments and governmental agencies and businesses.
- Ability to interact in a team environment with co-workers with tact and diplomacy.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to understand and interpret oral and written instructions.
- Able to work independently, be self-motivated and task-oriented.
- Ability to correlate legal descriptions to an aerial map or plat.
- Ability to meet established written performance standards in quantity and quality of work.
- Knowledge of principles and techniques of operation of data entry software and hardware.
- Knowledge of office procedures, correspondence and standard business practices.
- Ability to work with the public under stress, difficult and/or sometimes unpleasant circumstances.

### **Education and/or Work Experience**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Equivalent of two years of college level classes in a related field – OR –

#### **Experience:**

Level I and II – Two (2) or more year’s knowledge of appraisal practices through prior work experience in-house or with another county agency or Property Appraiser’s office.

Level III – Eight (8) or more year’s knowledge of appraisal practices through prior work experience in-house or with another county agency or Property Appraiser’s office.

Commercial real estate appraisal experience may substitute for six (6) of the eight years of professional experience required.

### **Certificates, Licenses, registrations**

Certified Florida Evaluator (CFE) – Preferred

*IAAO Courses Required – 101 Fundamentals of Real Property; 102 Income Approach to Valuation; 112 Income Approach to Valuation II and 300 Fundamentals of Mass Appraisal*

### **Essential Physical Skills**

Constantly operates a computer and other office machines such as a calculator, copy machine, facsimile machine, printers, etc. Frequently be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Work Environment**

Conducts work in an office and/or field setting.

**Stipulations of Employment**

Employees of the Polk County Property Appraiser (PCPA) shall not either for gratis or for compensation engage in any licensed real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Polk County; sell PCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Furthermore, employees and members of their household may not own or hold financial interest in an assessment / appraisal business.

Must possess and maintain a valid Florida Driver license and be insurable by the Polk County insurance carrier.

**At Will Statement**

Employment at the Polk County Property Appraiser's Office 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 Polk County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Polk County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.