

LANCASTER COUNTY
COMMERCIAL PROPERTY APPRAISER

NATURE OF WORK

This is technical work applying the appraisal process to commercial property in Lancaster County.

Work involves following established guidelines in the appraisal and assessment of commercial property. Work also involves developing estimates of property value through the application of cost, income and direct sales comparison approaches. An employee in this classification uses independent judgment with work decisions made in accordance with department policies and procedures, and in accordance with state statutes. Supervision is received from the Appraisal Supervisor or other administrative superior with work being reviewed through conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Participate in the appraisal of commercial properties; perform field inspections, prepare sketches and property listings; assist in the preparation of benchmark appraisals utilizing cost, income and direct sales comparison approaches in determining value; adhere to established guidelines, methods and procedures.

Represent County Assessor at County Board of Equalization hearings; assist in the preparation of narrative appraisals for Tax Equalization and Review Commission Appeals.

Respond to personal and telephone inquiries from property owners regarding assessment and appraisal policies, practices and procedures; meet with developers, agents, attorneys, and property owners to explain procedures, policies and assessment methods; interview owners, tenants and managers to acquire pertinent information regarding rents, vacancies, expenses and property characteristics.

Enter and update property data in the computer system and update existing record formats; maintain computer related software and hardware used for appraisal purposes.

Review and verify real estate market transactions; assist in conducting market studies; review and analyze computer-generated sale ratio reports, appraisal reports and edit reports.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accepted approaches to commercial property assessment.

Considerable knowledge of the statutes and ordinances governing commercial property assessment.

Considerable knowledge of all classes and types of property.

Knowledge of functions and capabilities of data processing as it relates to property appraisal and assessment.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to write technical reports and maintain written and computerized records.

Ability to gather and document physical data obtained from commercial property: land and improvements.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in statistics, economics, law, property appraisal or related field plus experience appraising commercial property.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level coursework in statistics, economics, law, property appraisal or related field plus some experience appraising commercial property or any equivalent combination of training and some experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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