

LANCASTER COUNTY  
SENIOR COMMERCIAL PROPERTY APPRAISER

NATURE OF WORK

This is responsible technical work coordinating the appraisal process for commercial property in Lancaster County.

Work involves responsibility for the appraisal and assessment of commercial property and for determining property value through the application of cost, income and direct sales comparison approaches; preparing narrative appraisal reports and participating in special appraisal projects; and assisting in the preparation of appraisals for appeals. An employee in this classification uses considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies and procedures and in accordance with state statutes. General guidance and supervision is received from the Chief Field Deputy or other administrative superior with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Participate in appraisal of commercial property; prepare benchmark appraisals utilizing cost, income and direct sales comparison approaches in determining value.

Represent County Assessor at County Board of Equalization hearings; serve as an expert witness as to the commercial property values in Lancaster County.

Assist in the preparation of narrative appraisals of commercial properties for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Apply a variety of appraisal methods and procedures in valuing commercial property; perform field inspections, sketches and listings of properties; 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.

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

Physically inspect commercial property parcels and structures; record a description of the type and class and quality of commercial property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of accepted approaches to commercial property assessment.

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

Thorough knowledge of all classes and types of property.

Considerable 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 including presentations and reports.

Ability to use various software including Microsoft Word, Excel and Outlook, with a general knowledge of personal computer file structure and functions.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in statistics, math, business administration, economics, real estate, property appraisal or related field plus considerable experience appraising commercial property. Some experience utilizing CAMA

system modeling in a mass appraisal environment preferred.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in statistics, economics, real estate, property appraisal or related field plus 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.

04/13

PS9618