

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## COMMERCIAL ASSESSMENT ANALYST

**Department:** Commercial Assessment  
**Reports to:** Commercial Assessment Manager

**FLSA Class:** Non-exempt

### POSITION OBJECTIVE & SUMMARY

Performs analysis of typical commercial and industrial properties utilizing data incorporated within the cost, market and income approaches to property valuation.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Communicates effectively and professionally, verbally and in writing, the fundamentals and methodology of real property valuation, according to accepted appraisal techniques consistent with Florida Statutes.
- Prepares and presents defense of values at value adjustment board (VAB) hearings and in litigation.
- Assists in the analysis and valuation of vacant commercial and industrial land and land under commercial and industrial properties.
- Assists in the development of income data, conducts interviews with owners and/or their legal representatives in order to complete a study of typical commercial and industrial property types to support various rental rates, vacancy, and expense ratios used in the income approach for these properties.
- Assists in the development of values utilizing all approaches to value (e.g. market, cost calibration, direct capitalization rates or income multipliers) from local market data utilizing all applicable property characteristics.
- Inspects commercial and industrial properties (e.g. multi-family residences, offices buildings, shopping centers), as required.
- Prepares and presents defense of values at value adjustment board (VAB) hearings and in litigation.
- Prepares reports and researches applicable information necessary in valuation process.
- Assist in answering general taxpayer calls providing effective resolution to inquiries and issues.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of real property appraisal methods of the cost, market and income approaches to value.
- Skill in the use of Microsoft Office applications (Word, Excel, Outlook).
- Ability to perform and review mathematical and statistical calculations.
- Ability to effectively communicate and present information, verbally or in writing, to managers, colleagues, outside professional representatives, special magistrates, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to produce spreadsheets to calculate income parameters.
- Ability to prepare business correspondence in response to outside information requests.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain professional working relationships with colleagues, general public, and members of the professional community.

### EDUCATION / EXPERIENCE / LICENSING

Graduation from high school or GED equivalent. Two (2) years' experience in real estate appraisal: preference for experience in commercial and industrial properties; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Appraisal certification in commercial valuation preferred. Attainment of Certified Florida Evaluation (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" Florida driver's license required.

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**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is performed in an office setting with prolonged periods of sitting and some standing, bending, stooping, squatting, and/or reaching. Periodic exposure to outdoor environmental conditions while driving county vehicle and performing field work. Specific vision abilities required by this job include attention to a computer monitor for approximately 75% of the work day. The employee may occasionally be required to lift up to 25 pounds.

**OTHER DUTIES**

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

**Date: January 25, 2017**