

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## COMMERCIAL ASSESSMENT COORDINATOR

**Department:** Assessment  
**Reports to:** Assessment Administrator

**FLSA Class:** Non-exempt

### POSITION OBJECTIVE & SUMMARY

Responsible for providing general administrative and technical guidance to commercial assessment analysts in applying cost, income, and sale comparison approaches of value to all types of commercial properties. Performs analysis and provides recommendations to assist in setting goals, objectives and policies for commercial valuation. When necessary, provides commercial appraisals consistent with industry standards.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Organizes resources and establishes priorities to complete work products to meet deadlines.
- Coordinates and communicates priorities and expectations to staff to ensure timely completion of required departmental activities to meet tax roll deadlines.
- Responds to property owners concerning methods and procedures used in determining value. Answers questions and investigates complaints by owners, representatives of outside agencies, and other employees relative to property values and appraisal techniques.
- Researches applicable information, prepares reports and 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 and capitalization rates used in the income approach for these properties.
- Works with modeling staff in the development of mass appraisal models for commercial/industrial properties.
- Inspects, classifies, evaluates, and assesses complex commercial and industrial properties (e.g. hotels, marinas, assisted living facilities); properly groups those commercial and industrial properties to ensure equity of assessments of properties within each given group.
- Manage all matters relating to commercial properties before the Value Adjustment Board. Work with VAB petitions to identify parcels impacted by said petitions to ensure that appropriate defense and documentation is prepared in a timely manner. Defend assessed values to the public and at VAB hearings when necessary.
- Fosters employee growth by providing constructive technical guidance and performance feedback.
- Communicate effectively and professionally, verbally and in writing, the fundamentals and methodology of real property valuation, according to accepted appraisal techniques consistent with Florida statutes
- Reviews departmental processes and procedures and makes recommendations to management for improvement.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of statutes, ordinances, court rulings and other regulations pertaining to the appraisal of real property for ad valorem taxation.
- Thorough knowledge of appraisal methods and techniques used in the assessment of commercial, industrial and land for tax purposes.
- Considerable knowledge of legal descriptions, deeds, mortgage documents, contracts and closing statements pertaining to the purchase and sale of real estate, and related documents used for property appraisal purposes.
- Ability to devise, implement and revise procedures to improve the efficiency of departmental operations.
- Ability to apply advanced principles of property appraisal to accurately assess the value of real property for purposes of tax assessment.
- Ability to exercise tact and diplomacy with taxpayers and their representatives regarding tax assessment inquiries.
- Ability to interpret and explain complex property appraisal methods and the provisions of property appraisal statutes and ordinances.

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- Ability to defend assessments before the VAB or at court proceedings.
- Ability to communicate clearly, concisely, verbally and in writing.
- Ability to perform and review mathematical and statistical calculations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to coordinate the work of commercial analysts to ensure that work is completed accurately and in a timely and efficient manner.
- Ability to establish and maintain professional working relationships with colleagues, general public, and members of the professional community.

## EDUCATION / EXPERIENCE / LICENSING

Graduation with a four (4) year degree from an accredited college or university; four (4) or more years of responsible experience in real estate appraisal of commercial and industrial properties; experience in project management; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. One or more of the following designations is required: IAAO Certified Assessment Evaluator (CAE), Member of the Appraisal (MAI) designation; or State of Florida Certified General Real Estate Appraiser. Attainment of Certified Florida Evaluation (CFE) designation is required within two (2) years of hire. Possession of a valid Class "E" Florida driver's license required.

## 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. May have 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: November 21, 2016**