

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

COMMERCIAL ASSESSMENT ANALYST

Department: Assessment

FLSA Class: Non-exempt

Reports to: Assessment Analysis Manager

POSITION OBJECTIVE & SUMMARY

Performs analysis of typical commercial and industrial properties utilizing data incorporated within the cost, market, and income approaches to property valuation. The commercial assessment analyst ensures that professional standards and practices are used to set fair market values for commercial property assessments within Lee County.

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.
- 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.
- Prepares reports and researches applicable information necessary in valuation process.
- Prepares and presents defense of values at value adjustment board (VAB) hearings and in litigation.
- Inspects commercial and industrial properties (e.g. multi-family residences, offices buildings, shopping centers), as required.
- Assist in answering general taxpayer questions providing effective resolution to inquiries and issues.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Florida Statutes and the Department of Revenue Administrative Code with respect to the assessment of real property.
- Knowledge of the concepts and principles of mass appraisal.
- 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, Teams, etc.).
- Ability to perform and review mathematical and statistical calculations.
- 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 effectively communicate and present information, verbally or in writing, to managers, colleagues, outside professional representatives, special magistrates, and the public.
- Ability to establish and maintain professional working relationships with colleagues, the public, and members of the professional community.

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COMMERCIAL ASSESSMENT ANALYST

EDUCATION / EXPERIENCE / LICENSING

Graduation from a four (4) year accredited college or university with major coursework in appraisal, business, finance, real estate, statistics or related field; two (2) or more years' experience in business administration, property appraisal, real estate or related field; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Government appraisal or assessment office experience preferred. Certified General Real Estate Appraisal License required. MAI (Appraisal Institute) or CAE (International Association of Assessing Officers) designation preferred. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" 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. 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 workday. 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: October 2023

Pay Range: \$52,900 - \$101,225 CWE