



**Walton County Property Appraiser
Personnel Job Description**

Commercial Appraiser

Reports to: Commercial Department Supervisor

Location: South Walton Annex

Position Summary:

- Under general supervision, the Commercial Appraiser is responsible for the assessment of commercial real estate for the purpose of ad valorem taxation through the application of standard appraisal techniques including the market, income, and cost approaches. This position requires knowledge of Ad Valorem assessments and an understanding of the procedures and techniques used in the valuation of commercial properties to determine fair market value.
- A deputy in this position performs various data entry functions utilizing data entry software and hardware. Work involves a variety of complex tasks requiring considerable independent judgment in the assembly of data and facts and the use of Geographic Information Systems (GIS) to formulate objective, equitable, and defensible estimates of value.
- This position is considered a non-exempt position with the Walton County Property Appraiser's office.
- The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned as necessary.

Essential Job Functions:

A. Commercial Assessment

1. Participate in the collection, analysis, and review of commercial property to ensure fair and equitable assessments while implementing mass appraisal principles.

2. Perform commercial real estate research including comparable sales, income, and expense data, as well as market trends and market derived capitalization rates.
3. Analyze and reconstruct income and expense statements in adherence to confidentiality and nondisclosure obligations. Develop and perform necessary mass income updates into the CAMA system.
4. Conduct site inspections to value real estate as described by the property owner(s) or contained in blueprints, building permits and/or aerial photos.
5. Identify, locate, and analyze property information using GIS/Mapping software.
6. Advise property / business owners concerning methods and procedures used in determining values, answer questions relative to property values, appraisal techniques, property ownership, Ad Valorem assessments and exemptions.
7. Ensure proper preparation of data entry documents by reviewing for completeness, legibility, and overall workflow.
8. Utilize site inspections, digital imagery, tax roll parcel data and property maps to conduct reviews of assigned properties to fulfill statutory requirements of five-year inspections.

B. General

9. Maintains the confidentiality of personal identifying and location information including: names, physical, mailing, and street addresses, parcel ID, legal property description, neighborhood name, lot number, GPS coordinates, or any other descriptive property information that may reveal identity or home address pertaining to parcels owned by individuals that have received exempt / confidential status.
10. Performs other duties as assigned and must participate in departmental meetings, cross-training, job-sharing, and job duty organizational efforts as directed.
11. Performs minor safety and operational checks on assigned agency vehicles (i.e. cleanliness, gas level, safety devices, tire pressure check, etc.)

Abilities, Knowledge and Skills:

1. Ability to communicate effectively, both oral and in writing.
2. Ability to respectfully interact/interview property owners/representatives, builders, and realtors while gathering data.
3. Ability to use a computer tablet in the field, electronic and handheld measuring devices, and cameras.
4. Knowledge of business English, spelling, arithmetic including geometry, and appraisal terminology.
5. Knowledge of using large database to store, retrieve and to generate reports.
6. Ability to use a computer to establish and maintain records and files.
7. Knowledge of departmental operations.
8. Knowledge of maintaining databases using Microsoft Excel and using Microsoft Word.

Education and Experience:

Equivalent of two years of college level classes in a related field such as business, finance, accounting, public administration, or real estate – OR –

Prior training and education related to Cost, Income and Sales Comparison approaches to the valuation of real estate.

Preferred: Appraisal certification or designation -OR- Willingness to get additional training

Minimum Qualifications:

Must be able to work in an office environment and perform field work. Must be able to work in hot and cold weather, operate a motor vehicle, and be physically able to traverse uneven terrain while performing in-person site visits and property inspections.

Must be able to lift up to 20 pounds. Must have valid Florida driver’s license. Background check and drug test are required. All employees are classified as ‘at will’ employees.

All individuals interested in applying are required to complete an application found on our website, www.waltonpa.com. Completed applications should be submitted in one of the following ways:

- Mailed to Walton County Property Appraiser, Attn: Human Resources, P.O. Box 691, DeFuniak Springs, FL 32435
- Emailed to paadmin@waltonpa.com
- Sent via fax to (850) 892-8743

The Property Appraiser’s Office is an Equal Opportunity Employer and & Drug Free Workplace.