





**Denton Central Appraisal District**  
3911 Morse Street  
Denton, TX 76208

 (940) 349-3800  
 [www.dentoncad.com](http://www.dentoncad.com)

## **JOB DESCRIPTION**

# Commercial Appraiser

**DEPARTMENT:** Commercial

**EXEMPT/NON-EXEMPT:** Non-Exempt

**TITLE:** Commercial Appraiser

**POSTED DATE:** 2/14/2024

**BENEFITS:** Health, Dental, Vision, Retirement, Longevity, Life Insurance and more

**PAY RANGE:** TBD

### **DUTIES & FUNCTIONS**

Discovery, listing, and valuation of all commercial, multi-family (except duplexes), and industrial properties.

Responsible for the valuation of commercial land.

Perform quality control checks.

Resolve differences, explain procedures, clarify data, and reach agreements on valuation with property owners or their agents.

Estimate the market value of properties in an assigned geographic area and/or property type.

On-site inspection of property: identify characteristics, measure structure, and assign property class.

Describe and sketch buildings of all shapes and sizes, either from on-site measurements, aerial images, or blueprints.

Estimate the physical, functional and economic obsolescence factors for depreciation.

Gather information concerning rents, expenses, cap rates, sales, and value of similar properties.

Determine and apply the appropriate valuation approach (cost, market, or income).

Read and understand plats, deeds, blueprints, sales contracts, appraisal rolls, and appraisal manuals.

Analyze sales, (ratio studies) cost, and income information needed for valuation.

Gather and analyze data for annual income surveys.

Analyze sales with income data to derive market cap rates.

Compile evidence for property value defense.

Create presentable evidence for property value defense

Defend appraisals before the Appraisal Review Board, Arbitrators, and in District Court, as necessary.

Conduct a reinspection and revaluation in an assigned area each year and reappraise, as necessary.

Conduct appraisals of complex properties.

Settle values of complex properties.

Perform other tasks as assigned.

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### **KNOWLEDGE & SKILLS**

Must have a working knowledge of all functions and appraisal methods of all departments and how they conform to the District's procedures.

Must demonstrate an in-depth understanding of computer records, property cards, and all appraisal district records.

Must have an in-depth knowledge of the cost, market, and income approaches to value, as well as knowledge of property capitalization techniques.

Must be able to analyze sales ratio studies to determine market value, equality and uniformity of appraised values.

Must have a basic knowledge of math and statistics as used in mass appraisal.

Must have an in-depth knowledge of the Texas Property Tax Code, and the ability to organize and retrieve that information.

Must be able to use and understand appraisal cost manuals and software.

Must be proficient with spreadsheets.

Must have strong problem solving and time management skills.

Must be willing to collaborate and share ideas and experiences in a group dynamic.

Must have knowledge and desire to follow the District's cultural goals, core values and objectives.

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### **REQUIREMENTS**

#### **Education:**

Degree preferred

#### **Experience:**

Registered Professional Appraiser (RPA) designation or prior appraisal experience preferred.

Good verbal and written communication skills are essential. Must be able to communicate with other employees, the public, and taxing jurisdictions via telephone, email, video conference, and in-person. Must be able to distribute information and resolve issues in a professional and polite manner.

High degree of accuracy and attention to detail is essential.

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Employees of the District shall not be permitted to perform any type of fee appraisal work and property tax consulting services in or out of Denton County. They are also prohibited from performing any type of real estate activity involving the personal use of the employee's real estate license or broker license within Denton County.

Employees of the District shall not be permitted to engage in outside employment, where such employment may reflect negatively or creates an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

**SUPERVISION**

This position reports to the Director of Commercial and the Commercial Supervisor. Periodically, directives will be given directly from the Deputy Chief of Appraisal or the Chief Appraiser of the District.

This position has no supervisory responsibility over another employee.

**WORK HOURS**

Normal work hours are 8am until 5pm, Monday through Friday. A seasonal flex schedule is offered. Those work hours will vary by the appraisal calendar. Periodically, it will be necessary to work past 5pm and on weekends.

**WORK HAZARDS**

The majority of the work is performed in a traditional office environment.

At times, lifting of heavy boxes, equipment, or furniture may be required.

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I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description within six months of being hired.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_