



## Position

**Title:** Commercial Appraiser I

**Division:** Statewide Tax Administration & Technology Solutions (STATS)

**Reports to:** County Programs Manager

**Location:** Remote; candidates must live within the State of Utah.

**Job Type:** Full-Time, Exempt

**Travel Requirement:** Regular in-state travel, including periods of extensive travel

**Starting Salary Range:** \$80,000 – \$105,000 Annually (commensurate with qualifications & experience)

## Who We Are

Statewide Tax Administration & Technology Solutions (STATS) is a state program administered by the Utah Association of Counties (UAC). STATS provides tax administration products and services to stakeholders throughout the State of Utah, including county and state government agencies, businesses and economic development organizations. The work performed by STATS supports the administration of Utah's property tax system and has direct impact on the daily lives of Utah's citizens by providing meaningful software, services, and information. Our team continually adapts its technology, services, and processes to meet the evolving needs of the State of Utah.

## Job Overview

Under general supervision, the Commercial Appraiser I performs professional valuation services and assessment work for contracting counties, supporting fair and transparent property tax administration.

The position requires an individual who is motivated, adaptable, certified appraiser committed to professional standards of service. The successful candidate will conduct field inspections, analyze market and property data, develop defensible valuations using recognized valuation methodology, provide training to county and STATS personnel, and assist in evaluating assessed values during administrative and judicial appeal processes.

## Key Responsibilities

- **Valuation & Field Operations**
  - Inspect and value commercial, industrial, multi-family, mixed-use, special-purpose properties, and vacant land.
  - Measure, sketch, photograph, and document physical property characteristics.

- Analyze and correctly identify building types, construction quality, effective age, functional utility, condition ratings, and environmental influences.
- Analyze market data to apply cost, sales comparison, and/or income capitalization approaches to estimate fair market value.
- **Data Collection & Market Analysis**
  - Collect, verify, and maintain sales, lease rates, income/expense data, vacancy rates, and cap rates.
  - Monitor market trends, capitalization rates, and cost indices to update valuation models, land tables, and benchmark schedules.
- **County Assistance & Inter-Agency Support**
  - Collaborate directly with Utah County Assessors and staff to assist in fulfilling statutory requirements for equitable commercial valuation.
  - Conduct ratio studies and compliance reviews to ensure assessments meet State Tax Commission equity and uniformity standards.
  - Train and guide County and STATS staff on evaluating property characteristics, building typology, construction classes, and quality and condition ratings.
- **Appeals, Systems & Administration**
  - Prepares defensible appraisal narratives, reports, and exhibits for County Board of Equalization (BOE), State Tax Commission appeals and related judicial proceedings.
  - Utilize and assist in maintaining CAMA, GIS, statistical software, and valuation databases.
  - Provide feedback, functional requirements, and workflow testing to assist STATS software developers in improving assessment tools.
  - Manage multiple assigned regional projects simultaneously while adhering to operational timelines and stakeholder expectations.

## Minimum Qualifications

### **Education and Experience**

- Bachelor's degree and two years of appraisal-related experience; OR
- Associate's degree and one year of appraisal experience; OR
- An equivalent combination of education and experience.

### **Licensure & Credentials**

- Must possess a valid Utah Driver's License and auto insurance meeting state requirements.
- Must possess a certified Utah appraisal credential at hire or within agency-established timelines.
- Must obtain and maintain the Utah State Tax Commission General Real Property Appraiser designation within eighteen (18) months of hire.

- Must complete all continuing education required to renew and maintain the appraisal license and Tax Commission designation.

### **Knowledge, Skills & Abilities**

- **Appraisal Principles:** Strong knowledge of USPAP, real estate valuation theory, Utah property tax law, and commercial construction classes.
- **Technical Proficiency:** Experience using CAMA systems, GIS mapping software, statistical analysis, and valuation databases.
- **Communication:** Excellent facilitation and interpersonal skills, with the ability to convey complex valuation concepts to both technical and non-technical stakeholders.
- **Analytical Skills:** Ability to collect market data, analyze financial income/expense statements, build valuation models, and author clear technical reports.

### Potential to Underfill

STATS reserves the option to underfill this position as a Commercial Appraisal Specialist. If hired at the underfill level, the successful candidate will be expected to obtain a Certified General Appraisal License or Ad Valorem General Real Property Appraiser designation from the Utah State Tax Commission within 18 months of their start date.

### How to Apply

To be considered for this position, please email your resume and cover letter in confidence to: John Ulibarri @ [opportunities@utahcounties.org](mailto:opportunities@utahcounties.org) Include in the subject line: **Commercial Appraiser I – (Insert Your Name)**. Application will be accepted until the position is filled.