

Commercial Analyst
Leon County Property Appraiser
Internal/External Job Opportunity

Salary Range: \$40,000 – \$60,000

Job Description

The Commercial Analyst is responsible for the assessment of commercial real estate for the purpose of ad valorem taxation using mass appraisal approaches, methods, and techniques. Performs calculations to determine the market value of property using generally accepted appraisal practices and principles. Responds to inquiries from the public. Prepare and defend valuations before the Value Adjustment Board.

Perform research of local and regional market data to obtain estimates of overall capitalization rates. Applies necessary mass income factors into the computer-assisted mass appraisal system (CAMA). Annually review the re-assessment of commercial properties. Perform database queries, create reports, and continuously monitor assessment/model performance. Collaborates with the Commercial Supervisor on daily operations, offer input, opinions, and observations regarding assessment issues.

Requirements/Experience

- Associate degree or a minimum of sixty (60) hours of college at a regional accredited college or university; or 2 years of related appraisal or assessment experience.
- A Valid Florida Driver's License.
- Certified Florida Evaluator Designation (CFE) is required or achievable within two (2) years of employment.

Knowledge, Skills and Abilities

- Ability to express ideas clearly and concisely in writing or orally in a friendly manner.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to support and defend appraisals with tact, impartiality, and firmness.
- Proficient in Microsoft Excel and/or other analytical software.
- Capable of accurately reading maps, plats, and measure structures and distances.

- Capable of rendering identifications and technical judgement concerning structural features, construction methods and quality.
- Knowledge of appraisal methods, techniques, terminology used in the fields of appraisal and construction, statistics, and other quantitative tools of data.

Job Classification and Work Hours

This is a full-time position with regular classification through the Florida Retirement System. The expected work hours are Monday through Friday, 8:00 am to 5:00 pm.

Closing Date: Open Until Filled

Applicants must submit a Leon County Property Appraiser's application by the closing date. [Click here](#) to download the application and instructions. If you have any questions, please call Human Resources at 850-606-6216 Monday through Friday, between 8:00 a.m. and 5 p.m.