

Job Description

Job Title: Commercial BOTA Specialist **Job Code:** 904160

Job Family: Appraiser

Pay Grade: JC.17.17

FLSA: Non-exempt

EEO: Professional

Department/Agency: APR

Position Number(s): Multiple

Recommended Position Title(s): Commercial BOTA Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Prepares and defends appeals for commercial real estate to be heard at the Board of Tax Appeals (BOTA); reviews and evaluates data submitted by property owners as well as property history; prepares critiques of appraisals or other evidence provided by taxpayer or their representative; reviews merits of cases and determines County's value and appropriateness of pre-trial settlement; discusses findings with BOTA Supervisor and Manager of Commercial Real Estate and/or County Appraiser; prepares interrogatories and exhibits for appeals and works closely with in-house counsel on procedures and defense strategies; prepares documentation for judicial review at District Court, Board of Tax Appeals and/or Supreme Court; provides expert witness testimony subject to cross-examination into the system to ensure value changes are transmitted to Treasurer for adjustments to tax bills.
- Provides support to Commercial Appraisers in reviewing and defending values at the informal level, Small Claims or Payment Under Protest; develops and presents Small Claims appeal documentation and provides support to the Commercial Appraiser regarding property value; answers questions and accompanies Commercial Appraiser on property inspections; completes additional research to determine value parameters for various property types; discusses findings with staff and senior management and adjusts values.
- Works with the Commercial Appraisers to set value parameters to include establishing rents, vacancies, and expenses; provides support in developing capitalization rates; reviews comparable sales and establishes sale price ranges for each property type taking into consideration property characteristics; reviews land values with the Commercial Appraiser in charge of Special Projects; determines values based upon market value and equitability within function codes; includes all forms of depreciation for specific function codes not limited to property characteristics, classifications, rank, physical, and functional depreciation; reviews Market Summaries and provides input regarding inconsistency within the documents; stays current on market conditions for property type by reviewing market reports, webinars, and other publications; provides formal instruction to staff in areas of expertise.
- Responds to customer inquiries and answers questions; researches and provides records to property owners.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any subject, three years of commercial real estate mass appraisal experience, and Registered Mass Appraiser (RMA), equivalent Mass Appraisal Designation, or Certified General License is required. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's licence with an acceptable driving record, and experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications are also required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Business, Finance, Economics, Mathematics, or Statistics and Certified Assessment Evaluator (CAE) are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.