

JOB DESCRIPTIONS

Chief (Commercial) Appraiser

General Description of Mass Field Appraiser:

Real estate mass field appraisers are paraprofessional specialists in estimating the value of real property. They prepare a written description of the property, and a depreciation spreadsheet of the NBHD, determine the property's Quality & Condition, and make an estimate of its value adjusted to sales.

(***Real property*** consists of land, buildings, and natural resources such as water, oil, or minerals.

Estimates of value, known as ***appraisals***, are made when property is bought, sold, assessed, or taxed.

An improved property is ***assessed*** when quality, condition, effective age (eg., remodel), are set and adjusted to a cost table, e.g, Marshall & Swift Cost Tables, less depreciation.

A ***mass appraisal*** includes adjusting mass currently assessed values to neighborhood sales by way of the neighborhood location factor, or Economic Depreciation percentage. Or, by a full and complete ***depreciation and effective age study*** with complete neighborhood adjustment that has the economic depreciation built into it.)

Commercial Appraiser:

Works for the convenience of the Assessor.

Prepare a written description of the property and make an estimate of its value.

Verify legal descriptions of the property with deeds from the Register of Deeds Office; measure the property and compare the measurements with the legal description.

Complete property record cards (computer generated and physical) to describe the property and the neighborhood in which it is located.

Measure and draw building diagrams and note conditions and special features of buildings; Obtain land values from sales information about nearby neighborhoods.

Collect income information, operating costs and develop capitalization rates and discounted cash flows for income producing (commercial) properties.

Prepare a Discounted Cash Flow Excel Spreadsheet for each FORM 191 application with cap rate.

Examine the income records and operating costs of income properties.

Survey the market to determine market rental rates.

Update/Maintain professional cost estimator tables from Marshall & Swift, Co.

Estimate building replacement costs using Marshall & Swift building valuation manual and professional cost estimators and verified with local building contractors and calibrated to Buffalo County;

Analyze and evaluate the data, prepare a written report outlining the three methods by which the fair-market value or assessed value was estimated.

Analyze sales by neighborhood to calibrate valuation tables; Set model values for each neighborhood.

Supervise data entry of Commercial review and appraisal work and data entry Into Commercial abstract for Nebraska Property Tax Division.

From building permits, measure and collect the physical characteristics of all new construction and building additions; Review all new construction by December 31. Review all additions, remodels by March 19. Update the property record cards and notes in the computer.

According to the 3-year (and 6 year) plan submitted to the state, perform a neighborhood review involving an on-site physical inspection of each property with new pictures taken; This includes an exterior and interior inspection when possible and update the property record card and notes in the computer.

Do a physical inspection of each property that is protested, June 1 through June 30, to verify all data is correct; Analyze recent sales and income to determine the assessed value for each property. Update the property record card and notes in the computer.

Prepare & Coordinate material for appeals from the B O E to the Tax Equalization & Review Commission; Function as an expert witness representing Buffalo County at T.E.R.C. hearings. Update the property record card and notes in the computer from T.E.R.C.'s findings.

Complete continuing education requirements for assessor's certificate and appraisal license through PTD certified IAAO & special PAD approved courses.

And any additional duties that may be required by the Assessor.

Qualifications

MUST have a Bachelor's degree.

MUST have a Nebraska appraiser license or mass appraisal equivalent; prefer Nebraska Certified General Appraiser license (CGA) or Assessor Certification.

MUST have a valid Nebraska driver's license.

MUST be able to read, understand and explain a Legal Description.

MUST have an understanding of general statistics; specifically, MEDIAN, MEAN, WEIGHTED MEAN, PRD, ABSOLUTE DEVIATION, AAD AND COD.

MUST know how to perform the three methods to valuation (i.e., Cost Approach, Sales Comparison Approach and Income Approach) and how to reconcile their differences and to determine a fair and equitable value.

MUST know how to determine a market driven cap rate.

MUST know how to perform a Discounted Cash Flow.

MUST know how to perform an Income Approach to valuation.

MUST be able to handle sensitive, private or personal, and identity information in a CONFIDENTIAL manner (as if Top Secret).

MUST be physically capable of performing the job; e.g., climbing stairs, doing Walk-arounds on uneven ground, walking for extended periods of time, changing a flat tire, filling a car with gas and/or oil

MUST have an understanding of (1) general statistics, (2) be computer literate, (3) Microsoft Word or Word Perfect, (4) Excel Spreadsheets and (5) the WEB (the internet).

MUST possess good relational and communication skills.

Prefer knowledge of basic construction techniques and costs; and Marshall & Swift Cost Tables; Measuring with a wheel and with a tape; .Drawing physical dimensions of a building to scale.

Prefer CAE designation.

COMMERCIAL APPRAISER - Scott

PROPERTY ASSESSMENT & TAXATION CALENDAR

Nebraska Department of Revenue, Property Assessment Division

- Jan 01 Assessment of Real Property (Discovery, List, Value) [77-1301](#)
- Jan 31 Gov'l Subdivisions provide Assr Off w **COPIES OF LEASES** or descriptions of Leased property. [77-202.11](#)
- Feb 01 Assr issues **notice of approval/denial** Beginning Farmer Exemption [Form 1027](#)
[77-5209.02](#)
- Mar 01 **Certify** to PTA whether or not Ag & Hort Land are influenced by prices outside of the typical ag-hort land market. [REG 17-003.03](#)
- If **Special Valuation** is used, must file specific information w PTA. [REG 11-005.04](#)
- Mar 01 PTA submits report of active TIF to the legislature [see Research Reports on web site.](#)
[18-2117.01](#)
- Mar 19 Must inspect-review portion of real property parcels in cty so that all real property Parcels are inspected-reviewed no less than every 6 years. [77-1311.03](#)
- Mar 19 Complete the Assessment of Real Property and file Abstract and Assessed Value Update with PTA [77-1301](#)
- Aft Mar 19 [Overvaluation or Undervaluation](#). After March 19 and before July 25 (Aug 10 when extension) report to B.O.E. any overvalued or undervalued property. [77-1315.01](#)
- Anytime Duty to report to BOE all real property [omitted from the assessment roll](#) for the current or any former year except when such real property has changed ownership otherwise than by will, inheritance, or gift. [77-1317](#), [77-123](#), [77-124](#),
- Anytime Correct the tax rolls as provided in section [77-1613.02](#) for any real property [listed on the Assessment roll but omitted from the tax roll](#). [77-1316.01](#)
- Anytime BOE may meet at any time for [correction of clerical errors](#) defined in [77-128](#). [77-1507](#) (Clerical error means transposition of numbers, mathematical error, computer malfunction causing programming and printing errors, data entry error, items of real property other than land identified on the wrong parcel, incorrect ownership, or certification of an incorrect valuation to political subdivisions.) [77-128](#)
- Mar 25 Submit written comments to PTA (Liaison) that become part of R & O [REG 17-003.04](#)
- Jun 01 Assr sends [notice of valuation change](#) to owner of record as of May 20 of any property that had an increase or decrease in value [77-1315](#)
- Jun 1–Jul 25 **BOE** holds hearings to review property valuation **PROTESTS** [77-1502](#)
- Jun 15 Assr prepares a **PLAN OF ASSESSMENT** report for the next 3 years. [77-1311.02](#)

- Jun 30 Deadline Protestor to file property valuation protest with County Clerk (for BOE)
77-1502
- Jun 30 Deadline. **SPECIAL VALUATION** application Ag-Hort use. **Form 456** **77-1345**
- Jul 15 Assr ***approves-denies*** **SPECIAL VALUATION** **77-1345.01**
- Jul 22 Assr ***notifies*** applicants of special valuation of approval or disapproval **77-1345.01**
- Jul 22 BOE sends notice of value change on Special Valued land if no notice previously Sent by Assr prior to June 1.
- Jul 31 Assr files ***3-Year Plan Of Assessment*** with the Board of Equalization **77-1311.02**
- Aug 20 Certify taxable valuations & growth value to political subs. Certify current values for each **TIF** project to City or Community Redevelopment Authority (CRA) & to Treasurer
13-509; 13-518; 18-2148
- Oct 01 Rent-Restricted Hsg Projects file ***INCOME & EXPENSE*** stmts and any other info Requested by Assr. **77-1333**
- Oct 15 **LEVY DATE** Last day B O E to set tax rates/levies **77-1601**
- Oct 31 Assr submits 3-Year Plan and any Amendments to PTA **77-1311.02**
- Nov 10 School Dis or County Off deadline file written request w Tax Comm correction school adjust value due to ***clerical error*** or **SPECIAL VALUATION ADDITIONS**
- Dec 01 Assr files Certificate of Taxes Levied (CTL) with PTA **77-1613.01**
- Dec 01 City or CRA (Community Redevelopment Authority) **files report with PTA for approved** tax increment financing projects **(TIF)** **18-2117.01**
- Dec 31 Deadline. **Form 1027** Exemption App Qual Beginning Farmer / Livestock Producer
Must be filed with Assr on-before Dec 31 in the year **preceeding** year applied for.
Exemption is for Personal Property tax on ag-hort machinery & equipment.
77-202.01; 77-5208; 77-5209.02
- Dec 31 Real Property & Personal Property Taxes Due – **LIEN DATE** **77-203**