

Commercial Appraiser

Madison County, Mississippi – Tax Assessor’s Office

Classification Notice:

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this classification. They are not intended to reflect all duties performed within the position.

Position Summary

The Commercial Appraiser performs professional appraisal work involving the valuation of commercial and industrial real property throughout Madison County for ad valorem tax purposes. This position requires the collection, analysis, and interpretation of market data to determine fair and equitable property values in accordance with Mississippi statutes, guidelines from the Mississippi Department of Revenue, and accepted mass appraisal practices.

Essential Duties and Responsibilities

- Appraises commercial and industrial properties throughout the county to establish accurate market values for property tax assessment.
- Conducts field inspections of commercial and industrial properties, including new construction, renovations, and property changes.
- Sketches property record cards (PRCs) using APEX software and reviews completed sketches and records for quality control prior to final data entry.
- Maintains accurate property records through data entry, including permits, completion dates, property characteristics, and value adjustments.
- Reviews and processes property owner requests for review related to assessed values within assigned territory.
- Monitors appraisal ratios and sales data to ensure equitable and uniform property valuations.
- Conducts field inspections for the county’s annual 25% property review program as reported to the Mississippi Department of Revenue.
- Collects, reviews, and analyzes sales questionnaires and other market data to support accurate valuation of land and improvements.
- Performs market analysis and assists with special valuation studies and appraisal projects.
- Assists with preparation for Board of Supervisors or Board of Equalization hearings when needed.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor’s degree in real estate, finance, business administration, economics, or a related field **preferred**, or equivalent combination of education and experience.
- Experience in real estate appraisal, property assessment, or a related valuation field.

- Valid driver's license and ability to conduct field inspections throughout the county.

Preferred Qualifications

- Experience in **mass appraisal** for ad valorem taxation.
- **Five (5) or more years of commercial appraisal experience in the fee appraisal profession.**
- Familiarity with property appraisal software systems such as APEX or similar mass appraisal platforms.
- Knowledge of Mississippi property tax laws, appraisal standards, and valuation methods.
- Professional appraisal designation or progress toward certification is desirable.

Knowledge, Skills, and Abilities

- Knowledge of accepted appraisal techniques including cost, income, and sales comparison approaches.
- Ability to analyze and interpret market data and property records.
- Strong attention to detail and accuracy in valuation and record keeping.
- Ability to communicate effectively with property owners, government officials, and coworkers.
- Ability to work independently and manage assigned territories.

Work Environment

This position involves both office work and field inspections of commercial and industrial properties throughout the county. Field work may involve walking properties, measuring structures, and exposure to varying weather conditions.