



Pima Leasing
& Financing Corporation

LOANS | LAND | LEASING

Job Title: Certified General Appraiser
Salary: **\$68,000 - \$85,000 (DOE)**
Status: Exempt and Non-Supervisory
Reports To: Executive Director

The Certified General Appraiser assist in leading the efforts of Pima Leasing & Finance Corporation (PLFC) in maximizing the real estate and leasing values within the Gila River Indian Community, including advising for the establishment of competitive target lease rates. The highly desirable candidate will possess extensive knowledge in trust land appraising. This position supports the well-being of the organization by providing appraisal expertise in order to accomplish the goals of the Pima Leasing & Financing Corporation.

Duties and Responsibilities

- Generates and/ or reviews Statements of Work for both tribal and allotted trust land transactions including market studies.
- Reviews 3rd party appraisals and market studies to be in conformance with the Statement of Work and the Uniform Standards of Professional Appraisal Practice.
- Plans and executes a data collection process utilizing courthouse records, real estate broker information, other appraisers or any individual or group having knowledge or information relative to any given real estate market.
- Conducts field investigative work including verification of sales and other comparative data. Investigates zoning regulations and/or any other codes or laws which may impact the appraisal problem.
- Determines the highest and best use of the property under appraisal in compliance with the Uniform Standards of Professional Appraisal Practice and Uniform Appraisal Standards for Federal land Acquisitions, should it be required for a transaction.
- Investigates and addresses the four criteria of highest and best use: 1) physical possible 2) legally permissible 3) financially feasible and 4) maximally productive.
- Prepares narrative appraisal reports in compliance with the current Uniform Standards of Professional Appraisal Practice and Uniform Appraisal Standards for Federal land Acquisitions, should it be required for a transaction.
- Interpret and apply state and local laws governing the appraisal of real property; research and collect technical and statistical data; analyze data, draw conclusions, formulate strategies, and make recommendations

- Possess knowledge and experience searching online web sites to obtain market data for comparative analysis of rents, expenses, occupancy, capitalization rates, financial data etc. Process relevant data on comparable transaction properties to aid in the estimation of appraised values.
- Directly oversees the creation and maintenance of a database of land values of the Gila River Indian Community as it pertains to leasing or right of way transactions, or any other real estate, improvements that assist with overall goals of the Pima Leasing & Financing Corporation.
- Assist when requested for other transactions in the Gila River Indian Community
- Specialized experience for this position includes but is not limited to preparing routine appraisal assignments; Assisting in compiling data for further analysis and inclusion in appraisal reports, market studies, consultation reports, and other valuation assignments; Performing developmental assignments while using basic appraisal techniques; and assisting in preparing narrative appraisal reports which comply with the Uniform Appraisal Standards for Federal Land Acquisitions and the Uniform Standards of Professional Appraisal Practice, if required.

Knowledge, Skills and Abilities

- Proven ability to network avidly within the broader appraisal industry and attends industry conferences and events on a selective basis.
- Ability to effectively present information to top management, public groups and/or business owners, boards of directors.
- Ability to effectively present information to executive and management teams.
- Position requires the ability to work independently and possess good problem- solving skills.
- A proficiency in the use and operation of a PC and mobile data collection devices, databases, Microsoft Office Applications.
- Continuing education to maintain such certification will be required of the applicant.

Education & Qualifications

A four- year BA/BS degree with a minimum of five (5) years of experience as a Certified General Appraiser or a minimum of ten (10) years of experience as a Certified General Appraiser. Preference of five (5) years of experience would be in appraising of trust land. Applicant must provide proof of a current Certified General Real Property Appraiser credentialed for the State of Arizona. A valid Arizona Driver's license is required for the position.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand for an entire shift/extended period of time; walk; use hand and fingers to handle, and feel; reach with hands and arms; talk and hear; and drive a motor vehicle. The employee occasionally is required to sit;

bend, climb, stoop, lift, carry, push or kneel. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level.

Must acknowledge and agree to maintain a Drug-free Work Place as a condition of employment. Agree to a background check for employment purposes.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473).
Preference is given to qualified enrolled member of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Position Closes: December 12, 2019

Resume maybe emailed to:

info@theplfc.com