



PAO Appraiser 1

Category: Classified
Pay Grade: C23
Job Code: 20723

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs field and office work of routine technical and administrative difficulty to gather and record property related facts, and data to support the processes used to estimate property values for ad valorem purposes and to communicate with the public; measures building structures and vacant land, drawing sketches to scale, identifying structural features and characteristics, making quality judgments, conducting inventories, and recording descriptive data.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as a member of an appraisal team (Real Property);
- Identifies and locates properties from subdivision plats, maps, and legal descriptions;
- Delivers courteous, professional service to customers when communicating in oral or written contacts;
- Collects, documents, and records field data;
- Records parcel changes discovered via oblique and/or street level images;
- Collects and interprets parcel attributes for sales verification;
- Responds to building permits/Certificate of Occupancy (CO) for new construction, alterations, additions, and demolitions;
- Learns the structure and process of condo modeling and prepares some condo models for review;
- Analyzes and researches property transfers for appropriate DOR transfer codes;
- Performs basic CAMA data quality control functions;
- Prepares research and documentation in defense of PAO determined values;
- Collects TPP field data from simple business accounts accurately and efficiently;
- Interprets and values simple or basic asset listings for TPP returns;
- Collects and analyzes market information in support of TPP asset valuation;
- Provides accurate preliminary analysis in support of Valuation Adjustment Board (VAB) preparation;
- Responds to citizen and other inquiries timely and accurately while communicating the position of the Property Appraiser in a positive, uniform, and consistent manner;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in appraisal; or one (1) year of experience in appraisal and two (2) years of college-level coursework (or an Associate's degree) in business, finance, accounting, public administration, or real estate; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Depending on area of assignment, incumbent must provide personal properly licensed and insured automobile transportation for the performance of fieldwork plus be capable of carrying and operating a hand-held computer weighing approximately 6 pounds for up to six hours a day in the field.
- Preference may be given to candidates who possess a Certified Florida Evaluator designation (or completed coursework awaiting designation).
- Florida State Certified Appraisal License.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position in the PAO appraiser job family within the same organization or department.
- The incumbent must successfully complete the International Association of Assessing Officer's (IAAO) Course #101 and Course #102 (Fundamentals of Real Property Appraisal and Income Approach to Valuation) within a reasonable time set by the Appointing Authority or be subject to automatic removal.
- An incumbent assigned to appraise Tangible Personal Property (TPP) must also complete JAAO Course #500 (Assessment of Personal Property).
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge and ability to clearly communicate, in writing and orally, basic concepts related to the valuation of residential property, condominiums, or manufactured homes;
- Knowledge of DOR transfers qualification coding scheme.
- Skill in appraisal to assist with analysis in support of VAB preparation.
- Ability to apply computer applications and software;
- Ability to clearly communicate, in writing and orally, basic concepts related to TPP principles and the valuation of tangible personal property;
- Ability to communicate tactfully and courteously with the public;
- Ability to handle most question and answer related PAO customer calls/visits, and understands when to forward an issue to a more senior staff, team lead, or senior manager;
- Ability to measure structures and distances accurately;
- Ability to meet established written performance standards in quantity and quality of work;
- Ability to operate a hand-held personal computer to record and/or change property data;
- Ability to perform routine appraisal related tasks of ordinary difficulty in the gathering of property data to assist the Property Appraiser's office in estimating residential or tangible personal property values for ad valorem purposes;
- Ability to research and interpret terms of sales for qualification;
- Ability to read maps and plats;
- Ability to record descriptive data accurately and completely;
- Ability to render identifications and technical descriptions concerning structural features, construction methods, and quality of construction;
- Ability to establish and maintain effective working relationships with fellow workers, outside agencies, and the general public;
- Ability to work within a team environment.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.