



PAO Appraiser 3

Category: Classified
Pay Grade: C26
Job Code: 20727

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 professional, technical, and administrative difficulty to gather and record complex property related facts and data to support the processes used to estimate property values for ad valorem purposes; implements policies and procedures used to estimate property values for ad valorem purposes communicating information as appropriate to the public.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Coordinates the work of and provides professional guidance to team members;
- May serve as Team Lead for multiple appraisal areas or for condo appraisers;
- Reviews the quality and accuracy of team members' work;
- Responsible for final valuation of area;
- May serve on a commercial appraisal team or be responsible for solo commercial specialty;
- Prepares accurate analysis and documentation for defense of values including appearance at Valuation Adjustment Board (VAB) hearings;
- Leads and coordinates assigned staff and takes principal responsibility for the statistical analysis and modeling of appraisal areas for an assigned group and team associates;
- Coordinates the research and preparation of team members' contributions to VAB;
- Develops, trains, directs, leads, and guides associates to implement simple and complex models;
- Leads and coordinates assigned staff and takes principal responsibility for the statistical analysis of appraisal areas for an assigned group and team associates;
- Accurately and efficiently collects tangible personal property field data from the most complex businesses;
- Interprets and values complex tangible personal property asset listings for TPP returns;
- May be responsible for complex tangible personal property specialty area such as utilities, telephone, and cable businesses;
- Collects and analyzes tangible personal property market information in support of asset valuation;
- Develops opinions of value reflecting the three methods of valuation: cost, sales comparison, and income capitalization, then reconciles two or more of those value indications into a final value conclusion;
- Provides training, guidance, and quality control for lower level and associate staff as well as Property Records staff;
- Prepares and provides accurate reports or analysis in support of VAB preparation;
- Separates work according to level of model difficulty for lower level and associate level staff who assist with models;
- Responsible for final valuation of areas of assignment;
- Delivers courteous, professional, service to customers when communicating in oral or written contacts;
- Prepares research and documentation in defense of PAO determined values;

- 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:

Six (6) years of experience in appraisal; or four (4) years 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 two (2) years of experience in appraisal and Bachelor's degree in business, finance, accounting, public administration, real estate, or related field; 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, advanced concepts related to the valuation of residential and/or commercial property;
- Ability to apply computer applications and software;
- Ability to clearly communicate, in writing and orally, advanced 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 questions and answer related PAO customer calls/visits and understands when to forward an issue to a director or deputy;
- Ability to effectively recommend as well as make final complex and major appraisal determinations and to explain or defend the reasons for the determinations to others;
- 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 advanced difficulty in the gathering of property data to assist the Property Appraiser's office in estimating residential, commercial, or tangible personal property values for ad valorem purposes;
- Ability to read maps and plats.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- 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.
- 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.