

# DIRECTOR OF PERSONAL PROPERTY BRANCH OFFICE

Job Code	Pay Grade
21010	150

## Nature of Work

This is an advanced specialized technical and managerial position in the appraisal of personal property. An incumbent in this classification is responsible for evaluating and re-evaluating the larger and more specialized accounts and supervising other evaluators. Work includes directing evaluators and office clerical staff in meeting laws, rules, and related activities concerning appraisals in production of the property value roll. The incumbent performs assignments with considerable independent judgment and initiative under the general supervision of the Property Appraiser, Deputy, and/or designee.

## Minimum Qualification Requirements

- Bachelor's degree and course work in personal property appraising or related field and 5 years experience in tangible property appraising or related field, plus possession of the Certified Florida Evaluator designation or equivalent with coursework in personal property; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans workflow of the Personal Property Division.
- Evaluates the larger and more specialized accounts such as hospitals, TV broadcasters, cable TV companies, utilities; assists Certified Evaluators in difficult appraisals.
- Supervises and coordinates the work of Certified Evaluators and the clerical staff.
- Reviews appraisal appeals, compiles necessary records and requests field rechecks of personal property where necessary.
- Defends appraisal values before the Property Appraiser's Adjustment Board by correlating detailed statistical data and analyzing comparable sales and market data.
- Prepares correspondence in answer to inquiries from the public concerning appraisal values or legal statutes governing the appraisal function of the Constitutional Office.
- Discusses evaluation and re-evaluation information with business owners, managers, attorneys, accountants, and similar individuals; explains appraisal criteria and statutory requirements.
- Ensures application of uniform appraisal methods and practices to attain equity in assessments.
- Assists in selection and training of personnel. Prepares performance reviews.
- Performs related work as required.

## Knowledge, Skills, and Abilities

- Knowledge of personal property appraisal principles, methods, practices and techniques.
- Knowledge of the statutes, laws and regulations affecting appraisal and the theory of value as applied to personal property.

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**Knowledge, Skills, and Abilities (continued)**

- Knowledge of the geographic and economic areas of the county.
- Knowledge of the various types of equipment, fixtures and inventories typically used in commercial and industrial firms, retail, service firms, TV broadcasters, hospitals and utilities.
- Knowledge of the principles and practices of modern office management.
- Ability to assign, instruct, review, and evaluate work assignments of technical and clerical personnel in a manner conducive to performance and high morale.
- Ability to apply computer applications and software.
- Ability to support appraisals with tact and impartiality.
- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain good working relationships with personnel assigned to the Property Appraiser's Office and other governmental agencies.
- Ability to communicate effectively and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
5/10	Officials & Managers	Exempt