



Assistant Appraisal Director

Category: Exempt
Pay Grade: 150
Job Code: 21260

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 responsible managerial and technical work gathering data and determining the value of residential properties for tax assessment or other tax related purposes. While the incumbent may be assigned a specific evaluation area, he/she is also involved in the supervision of subordinate personnel, review of subordinates' performance, and overall direction and participation in property evaluations and assessments. The incumbent works under the general supervision of the Director of Residential Real Property Appraisals.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides assistance to the director and may also be responsible for a specific appraisal area;
- Supervises subordinates performing various tasks involved in the valuation of residential property and preparation of the property value roll;
- Acts as director in director's absence;
- Organizes assigned personnel and other resources in ways which allow required actions to be accomplished in the most effective manner;
- Monitors progress or work; checks accuracy and validity of data being entered into and taken from the property value roll data base;
- Helps interpret and apply existing policies and procedures in the operation of the department;
- Assists in determining those parcels that require physical reviews and/or revaluation;
- Acts as lead worker, when necessary, performing the more difficult or complex tasks;
- Assists the director in preparing budget estimates and monitoring expenditures;
- May participate in task force groups established to study or execute projects/activities that cut across traditional department and major organizational lines;
- Assists with providing customer service at the front counter if applicable;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years administrative and management experience in real estate, land appraising, preferably possessing a Certified Florida Evaluator designation or equivalent with directly related occupational experience that includes management experience, supervision or supervisory training; or Associate's degree in real estate, land appraising, business, finance or directly related field and six (6) years' experience as described above; or Bachelor's degree and four (4) years' experience as described above; 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.

- Possession of Certified Florida Evaluator designation or equivalent.
- Possession of Florida Certified General or Residential Appraisal license and/or an appraisal designation from a nationally recognized appraisal organization such as the Appraisal Institute or International Association of Assessing Officers.
- Other highly desirable knowledge, skills, abilities and credentials relevant to experience.

Knowledge, Skills and Abilities:

- Knowledge of residential real property appraisal principles, methods, practices and techniques;
- Knowledge of real property statutes, laws and regulations affecting appraisal and the theory of value as applied to real property;
- Knowledge of the geographic and economic areas of the county and zoning regulations applicable thereto;
- Knowledge of material, methods and practices of modern and obsolete building construction, and stages of the construction process;
- Ability to assign, instruct, review, and evaluate work assignments of technical and clerical personnel in a manner conducive to full performance and high morale;
- Ability to apply computer applications and software;
- Ability to support values with empathy, 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 government agencies;
- Ability to present ideas and findings clearly and concisely, orally and in writing.

PHYSICAL/MENTAL DEMANDS

This work 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;
- 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; 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;
- 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 during normal and high stress situations;
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.