



PAO Appraiser 4

Category: Classified
Pay Grade: C27
Job Code: 20729

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 advanced field and office work of professional, technical, and administrative nature requiring an incumbent to gather and record the most highly complex property related facts and data on property that includes commercial, industrial, or other special use property; implements policies and procedures used to estimate property values for ad valorem purposes communicating information as appropriate to the public; may guide, coordinate, and lead others in area assignments.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides guidance and review of quality and accuracy of associate team members' work;
- Guides efforts on assignments and cases in the preparation of evidence and case presentation at Valuation Adjustment Board (VAB) hearings;
- Takes responsibility for final valuation of most difficult and complex commercial, industrial, or other special use property issues and questions required to estimate property values;
- Accurately and efficiently collects physical, sales, and statistical data to support analysis and valuation of the most complex commercial, industrial businesses, or other special use property;
- Collects and interprets parcel attributes and terms of sale for sales verification;
- 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;
- Develops, researches, and demonstrates understanding in statistics related to agency business and industry related requirements;
- May lead and coordinate assigned staff and take principal responsibility for the statistical analysis of appraisal areas for an assigned group;
- Performs accurate research and analysis in defense of values including appearance at VAB hearings;
- Prepares and provides accurate reports or analysis in support of litigation;
- Provides support, preparation, and testimony for litigation;
- Prepares and reviews communication with property owners and/or their representatives, attorneys, and others in a professional, courteous, accurate, and timely manner and support the mission, vision, and values of the organization;
- Presents complex or difficult VAB cases clearly and professionally;
- Provides leadership, guidance and quality control for associate staff as well as PAO Property Records staff;
- Responds to building permits/certificate of occupancy (CO) for commercial and industrial new construction, alterations, additions, and demolitions;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of experience in appraisal; or six (6) 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 four (4) 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 of complex concepts of valuation related to commercial and industrial properties;
- Knowledge and ability to clearly communicate, in writing and orally, highly complex and advanced concepts related to the valuation of commercial and industrial property;
- Ability to plan, organize, and administer multiple work plans, day-to-day work schedules, and work activities;
- Ability to apply computer applications and software;
- Ability to read and interpret site plans, blueprints, material data sheets, and construction diagrams;
- Ability to communicate tactfully and courteously with the public;
- Ability to handle nearly the full range of PAO subject matter and difficult questions and answer or be responsive on related PAO customer calls/visits and understand when to forward agency customers' business 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 meet established written performance standards in quantity and quality of work;
- 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:

- 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.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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.
- 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.