



PAO Valuation Analysis and Standards Appraiser

Category: Exempt
Pay Grade: 150
Job Code: 21142

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 highly responsible professional, technical, and administrative work in the development and application of uniform appraisal standards, practices, procedures and in implementation of the Property Appraiser's Office (PAO) professional development policy initiatives. An incumbent in this class performs work to ensure consistency in appraisal standards, practices, and procedures. The incumbent utilizes advanced statistical analysis as well as develops, delivers and coordinates training taking responsibility for materials, oversight and implementation of training programs and outcomes. The incumbent also identifies, analyzes, and recommends corrective actions necessary to eliminate inequities in property values. Work is performed with considerable independent judgment and initiative. The position reports to the Deputy of Appraisals or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops, runs, and reviews statistical modeling for county-wide valuation as well as trains and assists others in modeling;
- Performs statistical analysis such as sales ratio studies, level of assessment analysis (LOA), and forecasting as well as assists and trains other employees in these tasks;
- Conducts reviews of all appraisal functions and makes recommendations for changes in policies, procedures, and standards;
- Insures application of uniform appraisal practices, procedures, and standards to attain equity in assessments;
- Coordinates with the PAO IT Department to create, calibrate, test and refine modeling factors;
- Monitors and interprets progress toward achieving statutory and regulatory requirements for the appraisal of real property;
- Assists with interviewing and evaluation of new appraisal employees through testing and other assessments methods;
- Advises and/or supervises appraisal personnel involved in the task of generating the tax roll;
- Reviews work of appraisers and appraisal clerical personnel;
- Assists in the annual review of base rates, depreciation, and point allocation to form the basis for the cost approach to value;
- Defends appraisal values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies and income data;
- Reviews evidence of value before court proceedings;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork and Florida Driver's License or Florida Commercial Driver's License and endorsement, if any, and demonstrated team leadership, supervisory training or supervision, and must also possess: eight (8) years'

experience in appraisal; or Associate's degree in business, finance, accounting, public administration, real estate or related field; and six (6) years in appraisal or Bachelor's degree in business, finance, accounting, public administration, real estate or related field; and four (4) years' experience in appraisal or an equivalent combination of education, training, and/or experience.

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

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of the Certified Florida Evaluator designation (or completed coursework awaiting designation);
- Possession of an ad valorem appraisal designation such as Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE).
- Florida State Certified Residential or General Appraisal License.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of state statutes, laws, rules and regulations pertaining to all classes of property valuation;
- Knowledge of real property appraisal principles, techniques, practices and methods, including the three approaches to value, the mechanics of market analyses, and conveyance of property;
- Knowledge of construction materials and types of construction, current market conditions, and income and expense analysis;
- Knowledge of statistical model development and expected outcomes;
- Ability to communicate effectively and concisely, orally and in writing;
- Ability to plan, organize and coordinate the work of subordinates;
- Ability to analyze and solve administrative problems and to render advice and assistance on each;
- Ability to effectively present educational or informative materials and courses.

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.