



Deputy of Appraisals

Category: Exempt
Pay Grade: 150
Job Code: 21150

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 administrative, management, and supervisory work administering complex and highly technical matters for appraisal operations in the preparation of the Pinellas County property value roll. The incumbent takes responsibility for personal and real property appraisals; consults with all levels of government officials, property owners, and private appraisers on methodology, processes, systems, activities, issues, and problems related to property appraisals. The incumbent represents the agency on appraisals at hearings or meetings; and directs and coordinates the activities of the following division directors: Condominiums, Training Coordinator, Residential, Land, Branch Offices, Real Property, Clearwater: Commercial, Personal Property, and Mobile Home. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Administers policies, regulations, methods, and procedures applicable to the appraisal of real and tangible personal property;
- Responsible for proper application of mass appraisal methods, and verifications of Computer Assisted Mass Appraisal variables, such as capitalization, vacancy and expense rates, market rents, base rates, and depreciation schedules;
- Assigns, coordinates, and supervises the work of appraisal department division directors;
- Oversees appraisals of highly complex residential, commercial, industrial, and agricultural real property, and tangible personal property appraisals utilizing market, cost, and income approaches to value;
- Consults with local governmental officials, attorneys, abstract agents, private property owners, appraisers and tax representatives;
- Represents the Property Appraiser at meetings and official functions, and may act in behalf of the Property Appraiser in their absence;
- Reviews and recommends changes to Florida Statutes, Department of Revenue, related rules and regulations as well as other guidelines pertaining to appraisals of real or personal property;
- Resolves problems with taxpayers and may act as spokesperson for the office in matters of interest to the media;
- Coordinates investigation of taxpayer's complaints with appraisers;
- Provides testimony for any and all litigation pertaining to assessed values of property;
- In their absence, represents the Property Appraiser before Special Magistrates and the Valuation Adjustment Board;
- Reads, refers or answers memos, reports or correspondence;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school graduate or a G.E.D. Certificate and eight (8) years' experience in ad valorem tax appraising that includes possession of a Certified Florida Evaluator (CFE) designation or comparable credentials plus supervisor experience or supervisor training; or Associate's degree in business, computer science, public administration, or a related field and CFE or comparable credentials plus six (6) years' experience as described above; or Bachelor's degree and CFE or comparable credentials plus 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.
- 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.
- 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.

Knowledge, Skills and Abilities:

- Knowledge of modern mass appraisal methods, procedures and techniques;
- Knowledge of income, vacancy, expense and capitalization rate development techniques;
- Knowledge of modern business practices, procedures and techniques;
- Knowledge of Public Administration techniques, methods and procedures;
- Knowledge of Florida Statutes/Constitution, Pinellas County Ordinances, Case Law and Opinions of the Attorney General as they relate to County, Municipal and Special District taxation;
- Ability to apply computer applications and software;
- Ability to analyze and solve management problems;
- Ability to communicate clearly, concisely and accurately both orally and in writing;
- Ability to interact with people at all organizational levels;
- Ability to plan, develop, present and gain acceptance of ideas, concepts, plans, designs, schedules and status reports.

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.