

APPRAISER I

CODES/PAY GRADE

Class Code: 4311

EEO Code: E

Pay Grade: 116

MAJOR FUNCTION

Technical work in the collection and analysis of economic, legal, physical, and sociological data in order to estimate just value in accord with statutory provisions.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs appraisal duties (field or equivalent office) in the implementation of the appraisal process.

Reviews section maps, plats, surveys, sketches, aerial photographs and various other documents of a technical and/or legal nature.

Assists in the appraisal of specialized types of property. Visits commercial establishments or other businesses to evaluate equipment and inventory. May estimate allowances for physical deterioration and functional and economic obsolescence. Contacts property or landowners and obtains information for use in evaluating the improvements and/or land. Advises property and landowners concerning methods and procedures used in estimating property values and mass appraisal techniques.

Compiles records necessary for real estate or personal property appraisals including building permits, blueprints, maps zoning classifications, variances, and deed restrictions.

May measure perimeter of structures. Draws sketches to scale. Computes land area and perimeter of structural improvements when necessary.

Reviews property records and other data for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities and compliance with zoning and related regulations.

Compiles recent sales data from local governmental records, title and abstract sources, newspaper reports and real estate listings. Verifies and adjusts data based on differences in physical, legal or economic factors in order to ascertain indications of market value (subject to supervisory review).

Performs related work as required.

(Appraiser I continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge in theory and practice of the cost and market approaches to value. Knowledge of statutes and regulations governing the process of appraising for ad valorem taxation purposes.

Ability to read, write, and interpret all types of legal descriptions, including metes and bounds, as well as the ability to locate property on County parcel maps. Ability to explain and discuss assessment information and procedures with members of the general public in a tactful and responsible manner. Ability to communicate effectively both orally and in writing. Ability to compute perimeters of structures and draw to scale. Ability to make judgement calls on functional and economic obsolescence. Ability to review information, perform research and come to conclusions based on findings.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration, Finance, Real Estate or related field.

Possession of a valid Florida Drivers License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to traverse uneven, wet terrain. Ability to see, hear, talk, reach.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather, including rain, heat, humidity, cold.

Mental Demands: Ability to read and comprehend maps, blueprints, aerials; legal statutes, ordinances, documents; reports, financial reports, memos, letters, instructions. Ability to perform shop math. Ability to speak clearly and concisely; conversant in theory and practices of discipline. Ability write reports, summaries, letters.