

APPRAISER II

CODES/PAY GRADE

Class Code: 4310

EEO Code: C

Pay Grade: 119

MAJOR FUNCTION

Technical work in the collection and analysis of economic, legal, physical, and sociological data in order to determine just value of varied types of property in accordance 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 field evaluation duties 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 varied types of property. Assists in the assessment of commercial and industrial properties including use of the income approach to value under stringent supervision.

Estimates allowances for physical deterioration and functional and economic obsolescence when using the cost approach to value.

Contacts property owners and obtains information for use in evaluating property.

Compiles records necessary for building and land appraisals including building permits, blueprints, maps, zoning classifications, legislative resolutions, variances, deed restrictions, special permits, and folios.

Measures 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.

(Appraiser II continued)

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 market studies to ascertain changes in market conditions and resulting needed changes in assessment practice.

As required, attends Value Adjustment Board hearing to discuss evaluations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the cost and market approaches to value. Knowledge of either market research techniques related to the resolution of real estate valuation problems or construction materials, methods, techniques, and construction estimating.

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 establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Finance, Business Administration, Real Estate, or related field, and two (2) years experience in the appraisal of real estate. Possession of 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; persuasive speaking. Ability write reports, summaries, letters. Revised 10/94