

APPRAISAL SUPERVISOR I

CODES/PAY GRADE

Class Code: 4323

EEO Code: C

Pay Grade: 213

MAJOR FUNCTION

Responsible technical and supervisory work in the collection and evaluation of property and land data for property appraisal purposes.

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.)

Plans, assigns, and supervises the work of subordinate Appraisers engaged in collecting and evaluating property and land data for tax assessment purposes. Trains Appraisers of lower grades to make more difficult appraisals. Reviews work of subordinate employees.

Researches records, documents, and statutes pertaining to complex property and land appraisal. Prepares data annotating their effect on appraisal procedures. Reviews property records and other data to determine physical characteristics, area development, accessibility, presence of schools, and community facilities, and compliance with zoning and related regulations. Appraises specialized types of land.

Inspects, classifies, and appraises commercial or residential property within applicable categories, and determines condition of property. Re-evaluates commercial or residential buildings to reflect factors influencing the value, and determines changes to be made. Compiles sales data from various sources, equalizes data by comparison with similar transactions. Utilizes findings to determine sale price. Determines accrued depreciation on buildings and its causes, and makes proper application. Explains criteria to property and land owners. Answers questions relative to values as determined by prescribed appraisal techniques.

May appear before the Value Adjustment Board to discuss recommendations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, techniques and tools used in property and land evaluation. Knowledge of laws and regulations affecting appraisal and the theory of value as applied to the

(Appraisal Supervisor I continued)

County. Knowledge of the three recognized and accepted approaches to value and appraise specialized and unique properties. Knowledge of the development and analysis of the assessment ratio studies. Knowledge of building construction materials and methods of construction.

Ability to read and understand maps, blueprints, and specifications for structural improvements. Ability to apply existing classifications and information on property and to arrive at equitable evaluations. Ability to establish and maintain effective working relationships with the general public and other employees. Ability to plan, assign, and direct the work of subordinates.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Finance, or related field, and two (2) years experience as an Appraiser IV.

Must be designated as a Certified Florida Evaluator by the State of Florida within 2.5 years from date of hire.

Must possess a valid Florida Driver's License.

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

ADA REQUIREMENTS

Physical Demands: Inside work is sedentary. Ability to traverse uneven or wet terrain. Ability to see, talk.

Environmental Demands: Both inside and outside work. Outside work requires limited exposure to heat, cold, humidity, rain.

Mental Demands: Ability to read and comprehend technical and professional manuals; legal statutes and ordinances; reports, maps, blueprints, instructions, letters. Ability to analyze data and develop conclusions. Ability to talk clearly and concisely; conversant in the theories and practices associated with discipline; persuasive and extemporaneous speaking. Ability to perform shop math. Ability write compound reports relaying detail, data, information, etc.