

APPRAISAL SUPERVISOR II

CODES/PAY GRADE

Class Code: 4325

EEO Code: C

Pay Grade: 214

MAJOR FUNCTION

Responsible technical and supervisory work in the collection and evaluation of property and land data for property appraisal purposes. Responsibilities may include supervision of a unit or branch office.

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, supervises, and reviews the work of subordinates in a specific division or branch office engaged in collecting and evaluating property and land data for tax assessment purposes.

Supervises and researches records, documents, and statutes pertaining primarily to complex property and land appraisal.

Reviews complex 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. Supervises Appraisers in commercial or residential property within applicable categories and determines condition of property.

Evaluates most complex 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. Appraises specialized types of land. 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.

(Appraisal Supervisor II continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, techniques, and tools used in property and land evaluation.

Knowledge of laws and regulations affecting appraisals. Knowledge of the geographic and economic areas of the County, zoning regulations, and other information pertinent to property valuations. Knowledge of building construction materials and methods of construction. 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.

Ability to read and understand maps, blueprints, and specifications for structural improvements. Ability to make sketches, scale drawings, and diagrams, and arithmetic calculations. 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 Appraisal Supervisor I or comparable experience.

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

Must possess of 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.

Revised 9/95