

APPRAISAL SUPERVISOR III

CODES/PAY GRADE

Class Code: 4327

EEO Code: C

Pay Grade: 217

MAJOR FUNCTION

Highly technical and administrative work involving the planning, organizing, and coordinating the operation of a major division of the Property Appraiser's 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, organizes, coordinates, and controls activities of the major divisions of the appraisal office. Assures conformity with over all operating policies. Implements procedures and programs which fulfill the responsibility of securing a proper evaluation of all properties within the County.

Supervises and works closely with personnel assigned to the division/activity and acts as liaison for appraisal personnel. Investigates complaints and confers with property owners and other interested parties on behalf to discuss the most complex valuations, laws, and regulations as related to appraisals.

Prepares appraisals on the most complex properties. Prepares and signs correspondence. Conducts special research and projects. Appears as a professional witness in court cases.

May appear before the Value Adjustment Board to discuss recommendations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws, rules, and regulations governing the assessment of real and personal property for taxation purposes, and of the theory governing legal descriptions and property ownerships. Knowledge of the principles of assessment organization and of managerial practices, procedures, and applications. 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.

(Appraisal Supervisor III continued)

Ability to plan, organize, supervise, coordinate, and control subordinates. Ability to analyze complex facts and exercise sound, logical judgement in arriving at conclusions which will promote and maintain effective departmental and public relations. Ability to explain statutory requirements and office policies to the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Finance or related field, and two (2) years of experience as an Appraisal Supervisor II 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.