

CHIEF DEPUTY PROPERTY APPRAISER

CODES/PAY RANGE

Class Code: 4328 EEO Code: A FLSA: E Pay Range: B

MAJOR FUNCTION

Highly responsible administrative work in assisting in the management of the Office of the Property Appraiser.

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.)

Serves as assistant to the Property Appraiser, and in their absence assumes the duties and responsibilities of the office.

Implements approved procedures in compliance with the Florida Statutes to assure the perpetuation of the continuity of an equitable assessment of all Real and Personal Property.

Interprets Florida Statutes, Regulations of the Department of Revenue, Attorney General opinions and judicial decisions as they apply to the office.

Confers with taxpayers, agents, and attorneys to consummate tax values or disagreements. Represents the County in court or at meetings of boards. Maintains a close liaison between offices and units of the division.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws, rules, and regulations effective in the County governing the assessment of real, tangible personal property, and land evaluation for taxation purposes. Knowledge of land value and legal descriptions.

Ability to promote and maintain effective public relations. Ability to interpret and explain statutory requirements, rules, regulations, and procedures. Ability to express oneself clearly and concisely, orally and in writing. Ability to supervise. Ability to make presentations to groups, individuals or the courts concerning property appraisals.

(Chief Deputy Property Appraiser continued)

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration or related field. Three (3) years experience as an Appraiser Supervisor III or closely related experience.

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

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

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; maps, blueprints, aerials; memos, financial reports, instructions, manuals. Ability to write business letters, summaries, evaluations, opinions, financial reports. Ability to speak clearly and concisely relating information, details and procedures to layman; conversant in theory and practices of discipline. Ability to perform advanced mathematical functions.

Environmental Demands: Inside work.

Revised 10/97
Replaces 9/95