

PAO APPRAISER 1

Job Code	Pay Grade
20723	CL15

Nature of Work

This is Property Appraiser's Office (PAO) field and office work of routine technical and administrative difficulty to gather and record property related facts, and data to support the processes used to estimate property values for ad valorem purposes and to communicate with the public. Work involves measuring building structures and vacant land, drawing sketches to scale, identifying structural features and characteristics, making quality judgments, conducting inventories, and recording descriptive data. The incumbent must successfully complete the International Association of Assessing Officer's (IAAO) Course #101 and Course #102 (Fundamentals of Real Property Appraisal and Income Approach to Valuation) within a reasonable time set by the Appointing Authority or be subject to automatic removal. An incumbent assigned to appraise Tangible Personal Property (TPP) must also complete JAAO Course #500 (Assessment of Personal Property). The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- Depending on area of assignment, incumbent must provide personal properly licensed and insured automobile transportation for the performance of fieldwork plus be capable of carrying and operating a hand-held computer weighing approximately 6 pounds for up to six hours a day in the field; AND
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any, AND must also possess:
 - 3 years experience in appraisal; or
 - 1 year experience in appraisal and 2 years college level coursework (or Associate's degree) in business, finance, accounting, public administration, real estate; or
 - An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates who possess a Certified Florida Evaluator designation (or completed coursework awaiting designation).
- Florida State Certified Appraisal License.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position in the PAO appraiser job family within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as a member of an appraisal team (Real Property).
- Identifies and locates properties from subdivision plats, maps, and legal descriptions.
- Delivers courteous, professional service to customers when communicating in oral or written contacts.
- Collects, documents, and records field data.
- Records parcel changes discovered via oblique and/or street level images.
- Collects and interprets parcel attributes for sales verification.
- Responds to building permits/Certificate of Occupancy (CO) for new construction, alterations, additions and demolitions.
- Learns the structure and process of condo modeling and prepares some condo models for review.
- Analyzes and researches property transfers for appropriate DOR transfer codes.
- Performs basic CAMA data quality control functions.

PAO APPRAISER 1 (continued)

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Illustrative Tasks (continued)

- Prepares research and documentation in defense of PAO determined values.
- Collects TPP field data from simple business accounts accurately and efficiently.
- Interprets and values simple or basic asset listings for TPP returns.
- Collects and analyzes market information in support of TPP asset valuation.
- Provides accurate preliminary analysis in support of Valuation Adjustment Board (VAB) preparation.
- Responds to citizen and other inquiries timely and accurately while communicating the position of the Property Appraiser in a positive, uniform and consistent manner.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge and ability to clearly communicate, in writing and orally, basic concepts related to the valuation of residential property, condominiums and/or manufactured homes.
- Knowledge of DOR transfers qualification coding scheme.
- Skill in appraisal to assist with analysis in support of VAB preparation.
- Ability to apply computer applications and software.
- Ability to clearly communicate, in writing and orally, basic concepts related to TPP principles and the valuation of tangible personal property.
- Ability to communicate tactfully and courteously with the public.
- Ability to handle most question and answer related PAO customer calls/visits, and understands when to forward an issue to a more senior staff, team lead or senior manager.
- Ability to measure structures and distances accurately.
- Ability to meet established written performance standards in quantity and quality of work.
- Ability to operate a hand-held personal computer to record and/or change property data.
- Ability to perform routine appraisal related tasks of ordinary difficulty in the gathering of property data to assist the Property Appraiser's office in estimating residential or tangible personal property values for ad valorem purposes.
- Ability to research and interpret terms of sales for qualification.
- Ability to read maps and plats.
- Ability to record descriptive data accurately and completely.
- Ability to render identifications and technical descriptions concerning structural features, construction methods, and quality of construction.
- Ability to establish and maintain effective working relationships with fellow workers, outside agencies, and the general public.
- Ability to work within a team environment.

For official use only

Revised	EEOC Code	Overtime Code
2/16	Para-Professionals	Classified