

## PAO APPRAISER 2

Job Code	Pay Grade
20725	CL16

### Nature of Work

This is Property Appraiser's Office (PAO) field and office work of moderate 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 IAAO 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:
  - 4 years experience in appraisal; or
  - 2 years experience in appraisal and 2 years college level coursework (or Associate's degree) in business, finance, accounting, public administration, real estate or related field; 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.)

- May be the sole appraiser responsible for all aspects of an appraisal area.
- Collects physical, sales and statistical data to support analysis and valuation.
- Interprets and 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.
- Collects field, sales and statistical data for condo valuation and modeling.
- Analyzes, researches and trains others regarding property transfers and their appropriate DOR transfer codes.
- Performs complex CAMA data quality control functions.

## PAO APPRAISER 2 (continued)

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### Illustrative Tasks (continued)

- Prepares and provides accurate preliminary analysis in support of Valuation Adjustment Board (VAB) preparation.
- Provides training, guidance, and quality control for lower and associate level staff.
- Separates work according to level of model difficulty for lower level and associate level staff who assist with models.
- Responsible for final valuation of areas of assignment.
- Develops opinions of value reflecting the 3 methods of valuation: cost, sales comparison and income capitalization; reconciles 2 or more of those value indications into a final value conclusion.
- Delivers courteous, professional service to customers when communicating in oral or written contacts.
- Learns the structure and process of condo modeling and prepares some condo models for review.
- Prepares research and documentation in defense of PAO determined values.
- Collects TPP field data from simple and complex businesses 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.
- May be responsible for advanced TPP specialty areas such as leasing companies, restaurants, and similar assignments.
- 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, intermediate concepts related to the valuation of residential property, condominiums and/or manufactured homes.
- Knowledge of DOR transfers qualification coding scheme.
- Ability to apply computer applications and software.
- Ability to clearly communicate, in writing and orally, intermediate 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 questions 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 intermediate difficulty in the gathering of property data to estimate residential or tangible personal property values for ad valorem purposes.
- Ability to read maps and plats.
- Ability to train others to research and interpret terms of sales for qualification.
- 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.

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