

PAO APPRAISER 3

Job Code	Pay Grade
20727	CL18

Nature of Work

This is advanced Property Appraiser's Office (PAO) field and office work of a professional, technical, and administrative nature requiring an incumbent to gather and record complex property related facts and data to support the processes used to estimate property values for ad valorem purposes. The incumbent implements policies and procedures used to estimate property values for ad valorem purposes communicating information as appropriate to the public. Work involves a variety of complex tasks requiring considerable independent judgment in order to formulate objective, equitable, and defensible estimates of values. The employee receives oral and written assignments and performs under professionally recognized and accepted appraisal methods and techniques within the framework of department policies, procedures, and legal provisions. 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
- Demonstrated team leadership; supervisory training or supervision; AND must also possess:
 - 6 years experience in appraisal; or
 - 4 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
 - 2 years experience in appraisal and Bachelor'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.)

- Coordinates the work of and provides professional guidance to team members.
- May serve as Team Lead for multiple appraisal areas or for condo appraisers.
- Reviews the quality and accuracy of team members' work.
- Responsible for final valuation of area.
- May serve on a commercial appraisal team or be responsible for solo commercial specialty.
- Prepares accurate analysis and documentation for defense of values including appearance at Valuation Adjustment Board (VAB) hearings.

PAO APPRAISER 3 (continued)

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Illustrative Tasks (continued)

- Leads and coordinates assigned staff and takes principal responsibility for the statistical analysis and modeling of appraisal areas for an assigned group and team associates.
- Coordinates the research and preparation of team members' contributions to VAB.
- Develops, trains, directs, leads, and guides associates to implement simple and complex models.
- Leads and coordinates assigned staff and takes principal responsibility for the statistical analysis of appraisal areas for an assigned group and team associates.
- Accurately and efficiently collects tangible personal property field data from the most complex businesses.
- Interprets and values complex tangible personal property asset listings for TPP returns.
- May be responsible for complex tangible personal property specialty area such as utilities, telephone and cable businesses.
- Collects and analyzes tangible personal property market information in support of asset valuation.
- Develops opinions of value reflecting the 3 methods of valuation: cost, sales comparison and income capitalization, then reconciles 2 or more of those value indications into a final value conclusion.
- Provides training, guidance and quality control for lower level and associate staff as well as Property Records staff.
- Prepares and provides accurate reports or analysis in support of VAB preparation.
- 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.
- Delivers courteous, professional, service to customers when communicating in oral or written contacts.
- Prepares research and documentation in defense of PAO determined values.
- 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, advanced concepts related to the valuation of residential and/or commercial property.
- Ability to apply computer applications and software.
- Ability to clearly communicate, in writing and orally, advanced 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 director or deputy.
- Ability to effectively recommend as well as make final complex and major appraisal determinations and to explain or defend the reasons for the determinations to others.
- 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 advanced difficulty in the gathering of property data to assist the Property Appraiser's office in estimating residential, commercial or tangible personal property values for ad valorem purposes.
- Ability to read maps and plats.

For official use only

Revised	EEOC Code	Overtime Code
2/16	Professionals	Classified