

PAO APPRAISER 4

Job Code	Pay Grade
20729	CL19

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 the most highly complex property related facts and data on property that includes commercial, industrial or other special use property. The incumbent implements policies and procedures used to estimate property values for ad valorem purposes communicating information as appropriate to the public. The incumbent guides, coordinates, and leads others in area assignments. 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. 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:
 - 8 years experience in appraisal; or
 - 6 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
 - 4 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 General Appraisal License.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Serves as Lead Commercial Appraiser.
- Separates work according to level of model difficulty for lower level and associate level staff.
- Reviews the quality and accuracy of team members' work.
- Takes lead role guiding associates' efforts on assignments and cases in the preparation of evidence and case presentation at Valuation Adjustment Board (VAB) hearings.
- Takes responsibility for final valuation of most difficult and complex commercial, industrial or other special use property issues and questions required to estimate property values.
- Accurately and efficiently collects physical, sales and statistical data to support analysis and valuation of the most complex commercial, industrial businesses or other special use property.
- Collects and interprets parcel attributes and terms of sale for sales verification.
- 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.

PAO APPRAISER 4 (continued)

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Illustrative Tasks (continued)

- Develops, researches, and demonstrates understanding in statistics related to agency business and industry related requirements.
- Leads and coordinates assigned staff and takes principal responsibility for the statistical analysis of appraisal areas for an assigned group and team associates.
- Performs accurate research and analysis in defense of values including appearance at VAB hearings.
- Prepares and provides accurate reports or analysis in support of litigation.
- Provides support, preparation and testimony for litigation.
- Prepares and reviews communication with property owners and/or their representatives, attorneys, and others in a professional, courteous, accurate, and timely manner and support the mission, vision, and values of the organization.
- Presents complex or difficult VAB cases clearly and professionally.
- Provides leadership, guidance and quality control for lower level and associate staff as well as PAO Property Records staff.
- Responds to building permits/certificate of occupancy (CO) for commercial and industrial new construction, alterations, additions and demolitions.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of complex concepts of valuation related to commercial and industrial properties.
- Knowledge and ability to clearly communicate, in writing and orally, highly complex and advanced concepts related to the valuation of commercial and industrial property.
- Ability to plan, organize, and administer multiple work plans covering groups and team members day-to-day work schedules and work activities.
- Ability to apply computer applications and software.
- Ability to communicate tactfully and courteously with the public.
- Ability to handle nearly the full range of PAO subject matter and difficult questions and answer or be responsive on related PAO customer calls/visits; as well as, understand when to forward agency customers' business 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 meet established written performance standards in quantity and quality of work.
- 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	Professionals	Classified