

PAO VALUATION ANALYSIS AND STANDARDS APPRAISER

Job Code	Pay Grade
21142	150

Nature of Work

This is highly responsible professional, technical, and administrative work in the development and application of uniform appraisal standards, practices, procedures and in implementation of the Property Appraiser's Office (PAO) professional development policy initiatives. An incumbent in this class performs work to ensure consistency in appraisal standards, practices, and procedures. The incumbent utilizes advanced statistical analysis as well as develops, delivers and coordinates training taking responsibility for materials, oversight and implementation of training programs and outcomes. The incumbent also identifies, analyzes, and recommends corrective actions necessary to eliminate inequities in property values. Work is performed with considerable independent judgment and initiative. The position reports to the Deputy for Appraisals or designee.

Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; 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.
- Possession of the Certified Florida Evaluator designation (or completed coursework awaiting designation).
- Possession of an ad valorem appraisal designation such as Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE).
- Florida State Certified Residential or 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.)

- Develops, runs, and reviews statistical modeling for county-wide valuation as well as trains and assists others in modeling.
- Performs statistical analysis such as sales ratio studies, level of assessment analysis (LOA), and forecasting as well as assists and trains other employees in these tasks.
- Conducts reviews of all appraisal functions and makes recommendations for changes in policies, procedures, and standards.
- Insures application of uniform appraisal practices, procedures, and standards to attain equity in assessments.
- Coordinates with the PAO IT Department to create, calibrate, test and refine modeling factors.
- Monitors and interprets progress toward achieving statutory and regulatory requirements for the appraisal of real property.
- Plans, directs and coordinates training needs, program development and workshops.
- Conducts various training and professional development programs and compiles/composes training materials.
- Assists with interviewing and evaluation of new appraisal employees through testing and other assessments methods.

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Illustrative Tasks (continued)

- Maintains an efficient system to coordinate training programs, including provision of acceptable facilities, registration of students, enforcement of prerequisites, evaluation of instructor performance, security of examination, and evaluation of curriculum.
- Periodically reviews and revises programs and course materials to reflect current appraisal and assessment methods and techniques, and changes in state or local statutes, guidelines, and appraisal manuals.
- Advises and/or supervises appraisal personnel involved in the task of generating the tax roll.
- Reviews work of appraisers and appraisal clerical personnel.
- Assists in the annual review of base rates, depreciation, and point allocation to form the basis for the cost approach to value.
- Defends appraisal values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies and income data.
- Reviews evidence of value before court proceedings.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of state statutes, laws, rules and regulations pertaining to all classes of property valuation.
- Knowledge of real property appraisal principles, techniques, practices and methods, including the three approaches to value, the mechanics of market analyses, and conveyance of property.
- Knowledge of construction materials and types of construction, current market conditions, and income and expense analysis.
- Knowledge of current training programs, policies and procedures.
- Knowledge of statistical model development and expected outcomes.
- Ability to develop meaningful educational or informative materials and courses.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to plan, organize and coordinate the work of subordinates.
- Ability to analyze and solve administrative problems and to render advice and assistance on each.
- Ability to effectively present educational or informative materials and courses.

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Created	EEOC Code	Overtime Code
12/13	Professionals	Exempt