

VALUATION ANALYSIS & LITIGATION SUPPORT APPRAISER

Job Code	Pay Grade
21144	150

Nature of Work

This is highly specialized technical and administrative work to coordinate the process of applying uniform appraisal techniques, practices, and procedures in the Property Appraiser's office. The incumbent identifies, analyzes, and recommends corrective action necessary to eliminate inequities in property values. The incumbent in this classification works in cooperation with members of the Property Appraiser's Appraisal Divisions and assists valuation staff in the assembly and analysis of data in order to formulate estimates of value for residential, tangible, commercial, or special use property, and/or vacant land. Work is performed with considerable independent initiative and judgment. The position reports to the Deputy for Appraisals or designee.

Minimum Qualification Requirements

- 8 years technical or professional experience as an independent appraiser or performing tasks directly related to professional property appraisal; or
- Associate's degree in business, accounting, finance, computer science, public administration or a related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a Florida Certified General Appraiser License.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Oversees development, preparation, and distribution of appraisal documentation in support of litigation and Value Adjustment Board hearings.
- Oversees development, preparation, and distribution of various reports for the Deputy of Appraisals as well as residential, commercial, and Tangible Personal Property (TPP) directors and appraisers.
- Aids and assists in the summary of market information.
- Aids and assists the Deputy for Appraisals and Directors in the Appraisal Department with support documentation for litigation, Truth in Millage (TRIM) and Value Adjustment Board.
- Conducts analysis of highly complex residential, commercial, and agricultural real property and/or tangible personal property appraisals utilizing sales comparison, cost, and income approaches to value.
- Aids in analysis of specialized types of property such as industrial parks, cemeteries, agricultural tracts, golf courses, submerged, and mobile home parks.
- Assists in recommendation of new and enhanced applications throughout the office or within single divisions or work groups as appropriate.
- Plans, directs, and coordinates specific training needs, program development and workshops as necessary.
- Conducts review of appraisal functions and makes recommendations for changes in policies, procedures and standards.
- Evaluates application of uniform appraisal practices, procedures and standards to attain equity in assessments.
- Prepares exhibits for Value Adjustment Board and litigation proceedings
- Develops appraisals for litigation proceedings
- Prepares, corrects, confirms, and correlates detailed data base information for use in complex computer-assisted test projects and programs.
- Advises and/or supervises appraisal personnel involved in the task of generating the ad valorem property value roll.

VALUATION ANALYSIS & LITIGATION SUPPORT APPRAISER (continued)

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Illustrative Tasks (continued)

- Assists in establishing capitalization rates, expense and vacancy ratios for income producing properties.
- Reads, refers or answers memos, reports or correspondence.
- Performs related work as assigned or required.

Knowledge, Skills and Abilities

- Knowledge of computers and software applications in windows and non-windows based environment and basic computer skills; analysis software programs such as Excel, Word, Outlook, etc.
- Knowledge of state statutes, laws, rules and regulations pertaining to all classes of property assessment.
- Knowledge of all classes of 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 materials, methods, and practices of current and obsolete building construction, and the stages of the construction process.
- Knowledge of the principles, practices, and techniques applied in residential and commercial real property and/or tangible personal property valuations.
- Knowledge of the different approaches to value and the methodology applicable to each.
- Knowledge of statistics and other quantitative tools of data analysis and their application in the appraisal process.
- Knowledge of the economic forces influencing residential and commercial real property and/or tangible personal property values.
- Knowledge of the capabilities and limitations of computers and the role they perform in mass real and/or tangible personal property valuation.
- Knowledge of computer operating systems, network operating systems and network protocols.
- Knowledge of modern management methods, principles and practices; mass appraisal methods, procedures and techniques.
- Knowledge of income, vacancy, expense and capitalization rate development techniques.
- Knowledge of modern business practices, procedures and techniques.
- Ability to apply computer applications and software; generate and interpret spreadsheets, graphs, and other technical reports.
- Ability to develop and instruct training seminars and workshops.
- Ability to effectively present training materials and courses; oral and written reports clearly and concisely.
- Ability to analyze and solve administrative problems and to render advice and assistance on each.
- Ability to communicate clearly, concisely and accurately both orally and in writing.
- Ability to interact with people at all organizational levels.
- Ability to plan, develop, present and gain acceptance of ideas, concepts, plans, designs, schedules and status reports.
- Ability to deal professionally with real property, both commercial and residential, special use and/or tangible personal property appraisers, attorneys and corporate management.
- Ability to read and interpret construction diagrams, building plans, and blueprints, and to recognize deviations from such plans in the final building construction and installation.
- Ability to speak before public groups and answer questions concerning the appraisal process and tangible and/or real property values, and deal with the public in an effective manner.
- Ability to work in a team environment with appraisal associates.
- Ability to complete specialized appraiser related courses or comparable certified courses as deemed necessary by management.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Exempt