

DEPUTY FOR APPRAISALS

Job Code	Pay Grade
21150	150

Nature of Work

This is highly responsible administrative, management, and supervisory work administering complex and highly technical matters for appraisal operations in the preparation of the Pinellas County property value roll. The incumbent takes responsibility for personal and real property appraisals; consults with all levels of government officials, property owners, and private appraisers on methodology, processes, systems, activities, issues, and problems related to property appraisals. The incumbent represents the agency on appraisals at hearings or meetings; and directs and coordinates the activities of the following division directors: Multi-unit; Land; Branch Offices, Real Property, Clearwater; Commercial; Personal Property; and Mobile Home. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser or designee.

Minimum Qualification Requirements

- High school graduate or a G.E.D. Certificate and 8 years experience in ad valorem tax appraising that includes possession of a Certified Florida Evaluator (CFE) designation or comparable credentials plus supervisor experience or supervisor training; or
- Associate's degree in business, computer science, public administration, or a related field and CFE or comparable credentials plus 6 years experience as described above; or
- Bachelor's degree and CFE or comparable credentials plus 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Administers policies, regulations, methods, and procedures applicable to the appraisal of real and tangible personal property.
- Responsible for proper application of mass appraisal methods, and verifications of Computer Assisted Mass Appraisal variables, such as capitalization, vacancy and expense rates, market rents, base rates, and depreciation schedules.
- Assigns, coordinates, and supervises the work of appraisal department division directors.
- Oversees appraisals of highly complex residential, commercial, industrial, and agricultural real property, and tangible personal property appraisals utilizing market, cost, and income approaches to value.
- Consults with local governmental officials, attorneys, abstract agents, private property owners, appraisers and tax representatives.
- Represents the Property Appraiser at meetings and official functions, and may act in behalf of the Property Appraiser in their absence.
- Reviews and recommends changes to Florida Statutes, Department of Revenue, related rules and regulations as well as other guidelines pertaining to appraisals of real or personal property.
- Resolves problems with taxpayers and may act as spokesperson for the office in matters of interest to the media.
- Coordinates investigation of taxpayer's complaints with appraisers.
- Provides testimony for any and all litigation pertaining to assessed values of property.

DEPUTY FOR APPRAISALS (continued)

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Illustrative Tasks (continued)

- In their absence, represents the Property Appraiser before Special Masters and the Valuation Adjustment Board.
- Reads, refers or answers memos, reports or correspondence.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern mass appraisal methods, procedures and techniques.
- Knowledge of income, vacancy, expense and capitalization rate development techniques.
- Knowledge of modern business practices, procedures and techniques.
- Knowledge of Public Administration techniques, methods and procedures.
- Knowledge of Florida Statutes/Constitution, Pinellas County Ordinances, Case Law and Opinions of the Attorney General as they relate to County, Municipal and Special District taxation.
- Ability to apply computer applications and software.
- Ability to analyze and solve management problems.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
4/11	Officials & Managers	Exempt