

ASSISTANT APPRAISAL DIRECTOR

Job Code	Pay Grade
21260	150

Nature of Work

This is responsible managerial and technical work gathering data and determining the value of residential properties for tax assessment or other tax related purposes. While the incumbent may be assigned a specific evaluation area, he/she is also involved in the supervision of subordinate personnel, review of subordinates' performance, and overall direction and participation in property evaluations and assessments. The incumbent works under the general supervision of the Director of Residential Real Property Appraisals.

Minimum Qualification Requirements

- 8 years administrative and management experience in real estate, land appraising, preferably possessing a Certified Florida Evaluator designation or equivalent with directly related occupational experience that includes management experience, supervision or supervisory training; or
- Associate's degree in real estate, land appraising, business, finance or directly 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

- A 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 of Certified Florida Evaluator designation or equivalent.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Provides assistance to the director and may also be responsible for a specific appraisal area.
- Supervises subordinates performing various tasks involved in the valuing of residential property and preparation of the property value roll.
- Acts as director in director's absence.
- Organizes assigned personnel and other resources in ways which allow required actions to be accomplished in the most effective manner.
- Monitors progress or work; checks accuracy and validity of data being entered into and taken from the property value roll data base.
- Helps interpret and apply existing policies and procedures in the operation of the department.
- Assists in determining those parcels that require physical reviews and/or revaluation.
- Acts as lead worker, when necessary, performing the more difficult or complex tasks.
- Assists the director in preparing budget estimates and monitoring expenditures.
- May participate in task force groups established to study or execute projects/activities that cut across traditional department and major organizational lines.
- Assist with providing customer service at the front counter if applicable.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of residential real property appraisal principles, methods, practices and techniques.
- Knowledge of real property statutes, laws and regulations affecting appraisal and the theory of value as applied to real property.
- Knowledge of the geographic and economic areas of the county and zoning regulations applicable thereto.
- Knowledge of material, methods and practices of modern and obsolete building construction, and stages of the construction process.

ASSISTANT APPRAISAL DIRECTOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to assign, instruct, review, and evaluate work assignments of technical and clerical personnel in a manner conducive to full performance and high morale.
- Ability to apply computer applications and software.
- Ability to support values with empathy, tact, and impartiality.
- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain good working relationships with personnel assigned to the Property Appraiser's Office and other government agencies.
- Ability to present ideas and findings clearly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
2/09	Professionals	Exempt