

## ASSISTANT DIRECTOR OF COMMERCIAL APPRAISALS

Job Code	Pay Grade
21278	150

### Nature of Work

This is advanced, specialized, technical and managerial work involving the appraisal of commercial property. An incumbent in this class is responsible for assisting the Director of Commercial Appraisals and Deputy for Appraisals in the valuation of all types of commercial property, as well as assisting the Director with planning and managing the administrative functions for the department. The incumbent will also be responsible for assisting with the defense of valuations before property owners, their representatives, the Value Adjustment Board and in the Courts, and may be responsible for the valuation of specialized and complex properties. Work is performed with considerable independent judgment and initiative under the direct supervision of the Director of Commercial Appraisals and Deputy for Appraisals, and is reviewed through conferences, reports and observation of results achieved.

### Minimum Qualification Requirements

- Five (5) years' experience in commercial property appraising or related field; or
- Bachelor's Degree in business administration, finance, accounting, real estate, real estate appraisal or related field, with course work in commercial property appraising.
- 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 position.

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

- Assists the director to plan, direct, coordinate and supervise the activities of personnel engaged in commercial appraisal.
- Responsible for a specific appraisal area or category.
- Compiles records and requests field rechecks of commercial property. Assists in defending appraisal values before the Value Adjustment Board or courts of law by correlating detailed statistical data and analyzing market data.
- Assists, reviews and critiques Value Adjustment Board presentations of the commercial appraisers.
- Participates in discussions of assessment information with commercial property owners, managers, attorneys, accountants, and similar individuals or groups.
- Explains commercial appraisal criteria, formulas, and statutory requirements.
- Applies existing policies and procedures to the day-to-day operation of assigned functional responsibilities.
- Insures application of uniform appraisal methods and practices to attain equity in assessments.
- Assists the Director of Commercial Appraisals and Deputy for Appraisals in training of personnel and in preparation of performance reviews.
- Participates in developing responses to commercial lawsuits by completing interrogatories and production requests.
- Communicates with assigned County Attorneys and participates in mediations/negotiations on litigated parcels.
- Assists with updating Marshall Valuation Service cost manual, updating commercial extra feature costs and updating base rates for commercial properties.

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### Knowledge, Skills, and Abilities

- Knowledge of commercial property appraisals principles, methods, practices and techniques.
- Knowledge of the statutes, laws and regulations affecting appraisal and the theory of value as applied to commercial property.
- Knowledge of materials, methods, practices and stages of building construction.
- Knowledge of the geographic and economic areas of the county and zoning regulations applicable thereto.
- Knowledge of the principals and practices of supervision and management.
- Ability to effectively supervise, manage and lead the department, teams and individuals to perform in a professional, efficient, and technically competent manner.
- Ability to assign, instruct, review and evaluate work assignments of technical and clerical personnel in a manner conducive to outstanding performance and high morale.
- Ability to support appraisals with 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 governmental agencies.
- Ability to communicate effectively and concisely, orally and in writing.

For official use only

Re-instated	EEOC Code	Overtime Code
4/15	Professionals	Exempt