

DIRECTOR OF RESIDENTIAL APPRAISALS

Job Code	Pay Grade
21290	150

Nature of Work

This is advanced specialized technical and managerial tasks in the appraisal of residential property. An incumbent in this class is responsible for planning and managing administrative functions for all classes of residential property; planned residential developments, and cooperatives. The responsibility includes the hands-on appraisal of the more difficult residential complexes as well as supervising and/or advising clerical staff, data collector staff, and evaluator staff in residential property appraisal functions. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser, Deputy, Deputy for Appraisals or designee.

Minimum Qualification Requirements

- Bachelor's degree in business administration, finance, accounting or related field with course work in real estate, land appraising, or a related field plus 7 years highly responsible experience in real estate, land appraising or directly related business activities that include team leadership, supervision, or supervisory training; 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.
- Possession of the Certified Florida Evaluator designation or equivalent.
- 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.)

- Advises all classes of evaluators, data collectors and clerical support staff in their work of gathering and recording data to be used in determining value for all classes of residential property.
- Plans, organizes and directs studies to develop long range appraisal recommendations concerning residential property; evaluates overall plans and proposals for major projects; coordinates development of residential property appraisal standards, guidelines, and policy.
- Defends residential property values before the Property Appraiser's Adjustment Board by correlating detailed statistical data and analyzing comparable sales which apply to the specific residence in dispute.
- Develops and implements detailed procedures in support of Property Appraiser goals and assigned objectives.
- Plans work schedules, work flow and sequences of events to facilitate tax roll deadlines and other seasonal tasks.
- Monitors work of processing of residential appraisal records and files.
- Determines taxable status and values on all residential property.
- Monitors residential permit activity.
- Coordinates exchange of residential appraisal data between the property appraiser's staff and outside agencies.
- Prepares correspondence for Property Appraiser's signature in answer to inquiries concerning appraisal values of residential property, or legal statutes governing the residential appraisal function of the Property Appraiser's Office.
- Discusses evaluation and re-evaluation information with residential owners, managers, attorneys, accountants and homeowner associations, explaining the residential appraisal criteria, formulas, and statutory requirements.

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Illustrative Tasks (continued)

- Ensures application of uniform appraisal methods and practices to attain equity in assessments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of state statutes, laws, rules and regulations pertaining to residential property assessment.
- Knowledge of residential property appraisal principles, techniques, practices and methods.
- Knowledge of the capabilities and limitations of computers in the mass appraisal function.
- Ability to support appraisals with tact and impartiality.
- Ability to apply computer applications and software.
- Ability to interact with the 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 communicate effectively and concisely, orally and in writing.
- Ability to plan, organize and coordinate the work of subordinates.
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.

For official use only

Revised	EEOC Code	Overtime Code
8/10	Professionals	Exempt