



# CITRUS COUNTY PROPERTY APPRAISER

## EMPLOYMENT OPPORTUNITY

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Commitment ~ Innovation ~ Respect ~ Integrity ~ Service

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**POSITION TITLE:** **DIRECTOR OF ASSESSMENT**

**PAY RANGE:** Salary Commensurate with Qualifications (55-75K)

**DATE ISSUED:** November 8, 2017

**CLOSING DATE:** Open Until Filled

**GENERAL DESCRIPTION:** This is a professional managerial and technical position responsible for insuring the property value roll is completed in an accurate and timely manner. Responsible for planning, coordinating and managing the operation of the Valuation Division which involves the assigning and reviewing of work within the real and tangible Departments. This is a critical role that serves customers, both internally and externally, by answering inquiries, resolving problems, fulfilling requests and determining requirements while displaying patience, attentiveness, clear communication, job knowledge and ability to use "positive language". Guides assigned staff and accomplishes goals while maintaining quality control. Work is performed under the supervision of the Chief Deputy, under the guidance and oversight of the Property Appraiser.

### ESSENTIAL JOB FUNCTIONS & QUALIFICATIONS:

- Plan, organize coordinate, and direct the activities of the mass appraisal and assessment of real and tangible property countywide. Including periodic analysis of readily available data, quality control on model calibration and review of other related pertinent data.
- Ensures Property values are just and equitable, comply with FL statutes, DOR rules & approval standards, and procedures and directives of the Property Appraiser's office.
- Supervise the process of Value Adjustment Board petitions, defend or delegate staff as needed to appear before the VAB for all petitions filed. Act as backup contact for the Administrative Support staff on Value Adjustment Board petitions with the Clerk of Court office.
- Coordinate with the Property Appraiser, Review Appraiser and administrative support staff on all current and pending valuation litigation cases to provide responses and Testimony for all aspects of legal proceedings.
- Advanced knowledge of the proper application of all three recognized approaches to value and ability to apply them to arrive at just values that can be supported and defended.
- Must be pleasant, courteous, dependable and professional in dealing with the public and co-workers.
- Must have a good working knowledge of custom software applications, WORD, EXCEL, and Internet applications.
- Must be able to analyze complex and diverse information, arrive at timely conclusions and solve problems.
- Must have state certified general appraiser license.

**EDUCATION & EXPERIENCE:** Applicants must have a minimum of an Associate's degree with an emphasis on public or business administration, property appraisal, property law, accounting, finance or a closely related field and ten years or more of progressively responsible work experience in the appraisal field performing a variety of residential and commercial assignments or, in a Property Appraiser's performing progressively responsible mass appraisal work in commercial and residential values with regular public contact. A combination of public and private appraisal experience may be accepted. Preference will be given to applicants with more experience and education, including professional designations such as CAE or MAI.

**CONTACT FOR APPLICATION:** May be printed from the Employment page of our website or obtained by visiting either of our office locations in Inverness or Crystal River. Applications should be fully completed and signed. Résumés may be attached to completed applications, but will not be accepted in lieu of our properly completed application form. Questions may be directed to Rosa Scalzi, Finance & Personnel Manager, Citrus County Property Appraiser's Office, 352-341-6668, or [scalzi@citruspa.org](mailto:scalzi@citruspa.org).

**CITRUS COUNTY PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER OFFERING A FULL RANGE OF BENEFITS.**