

REV - APPRAISER II – 73001088

Date: Feb 27, 2018

Location: TALLAHASSEE, FL, US, 33901

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Requisition No: 30924

Agency: Department of Revenue

Working Title: REV - APPRAISER II - 73001088

Position Number: 73001088

Salary: \$3,038.97 - \$3,342.87 / month

Posting Closing Date: 03/31/2018

If you have a desire to use your talent and skills at an organization that provides critical services to millions of individuals, businesses and families across the state, the Florida Department of Revenue invites you to apply to become an essential member of our team. As one of the largest state agencies, the Department's diverse workforce community of more than 5,000 employees is proud of its efforts to serve the people of Florida.

- The Department's General Tax Administration program plays a key role in collecting and distributing revenue to state agencies, cities, counties and school districts.
- The Department's Child Support Program helps children receive the financial support they need when it is not provided from one or both parents.
- The Department's Property Tax Oversight program oversees and assists local government officials, including property appraisers, tax collectors, and value adjustment boards.

The Department of Revenue offers an excellent array of benefits, including:

- Health insurance (over 80% employer paid)
- Basic life insurance policy (100% employer paid)
- Dental, vision and supplemental insurance
- First-rate retirement program
- Vacation and sick leave
- Paid holidays
- Opportunities to advance in your career
- Tuition waiver for public college courses
- Training opportunities
- Flexible work schedules and telecommuting
(for designated positions)

The Department's values-based culture and commitment to public service guides our work. We focus on teamwork, innovation, continuous improvement, and seek excellence in our accomplishments every day. Begin your public service career today with the [Florida Department of Revenue](#).

The Florida Department of Revenue is committed to maintaining a diverse workforce and providing employment opportunities to veterans and individuals who have a disability.

JOB SUMMARY: This position is assigned to the Procedures Review team of the Compliance Determination process of the Property Tax Oversight Program. Duties include, but are not limited to: Appraisal and evaluation of work products, processes and procedures included in the In-depth review of tax rolls. Review internal and external processes and procedures to determine if in compliance with Department of Revenue -PTO standards. Research and analysis of real property, tangible personal property, and sales data through field inspections, reviews of county tax rolls, courthouse records, appropriate sales services, and other contacts such as business owners, buyers, sellers, lenders, closing agents, and local real estate professionals. Inspection and appraisal of real and of Tangible Personal Property (TPP). Provide aid and assistance to County Property Appraisers. Participate in the interviews and reviews with the County Property Appraiser and DOR staff. Review the work of others for quality and for conformance with Program expectations. This position requires extensive travel.

MINIMUM JOB REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree and one year of appraisal experience and/or tangible personal property experience;
- Experience working and communicating with elected officials and their staff;
- Two years of experience in identifying county procedures and/or those practices necessary to complete appraisals and tangible personal property assessments performing research, analysis, reviewing work of others and reporting results;
- Intermediate skills in Adobe software and Microsoft Office Suite (i.e. Excel, Word, PowerPoint).

SUBSTITUTIONS:

- Experience in real estate appraisal, appraisal review, procedural reviews or tax roll analysis can substitute on a year-for-year basis for the required degree.

PREFERENCES: Licensed Certified Public Account (CPA);

- Certified Real Estate Appraiser in the State of Florida;
- Completion of International Association of Assessing Officers or Appraisal Institute courses;
- Certified Florida Evaluator (CFE) designation.

SCREENING DISCLAIMER: Responses to qualifying questions should be verifiable by skills and/or experiences stated on the candidate profile and/or resume.

NOTE: This position is located in Tallahassee, Florida.

SKILLS VERIFICATION TEST: All applicants who meet the screening criteria/minimum job requirements will be required to take a Skills Verification Test. Applicants must receive a score of at least 70% to be considered further.

APPLICANT POOL: Future vacancies may be filled from this advertisement for a period of up to six months.

CRIMINAL BACKGROUND CHECKS: All Revenue positions are designated as "sensitive or special trust." If we select you for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and/or Federal Bureau of Investigation for a criminal background check. These checks will reveal arrests or charges regardless of the disposition or outcome.

WHERE TO APPLY: All applicants must apply online at: <https://jobs.MyFlorida.com>. If you experience problems applying online, please call the People First Service Center at 1-877-562-7287 for assistance.

CONTACT INFORMATION: Mike Roark, 850-617-8931, mike.roark@floridarevenue.com

The Department of Revenue is a Family and Medical Leave Act (FMLA) covered employer. For more information review the Employee Rights Under the Family and Medical Leave Act [here](#).

REMINDERS:

- Male applicants born on or after October 1, 1962, will not be eligible for *hire* or *promotion* unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website at: <http://www.sss.gov>.
- If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended or deemed ineligible depending upon the date of your retirement.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS' PREFERENCE. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans' Preference documentation requirements are available by clicking [here](#). All documentation is due by the close of the vacancy announcement.