

FLAGLER COUNTY PROPERTY APPRAISER'S OFFICE
POSITION DESCRIPTION
TITLE: FIELD APPRAISER I

GENERAL DESCRIPTION

The essential function of the position within the organization is to appraise property for tax assessment. The position's responsibilities include collecting data to determine the value of assigned property, related clerical tasks, checking building permits, and providing customer service to the citizens of Flagler County. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by this position. Employees may be assigned additional duties by management as required.*

Performs appraisals of new and existing construction, including taking measurements, calculating values, and providing photographs.

Reviews and completes parcel cards to be turned in for keying information into computer database.

Performs inspection on properties to determine changes/additions to physical property and/or to determine changes in use of property.

Checks building permits for proper information and compliance.

Interacts with property owners to set up inspection appointments, verify information regarding property, and to explain property valuation and classification.

Performs clerical tasks such as researching mapping information, printing out parcel cards, mapping out work area, and searching for permits in computer database.

Maintains working knowledge of codes classifications, and permits applicable to area of responsibility.

Performs routine office tasks such as data entry, filing, record maintenance, faxing, telephoning, and photocopying.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data is intangible and includes numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

EQUIPMENT USAGE: *Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, or products.*

Handles machines, tools, equipments, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items such as truck, camera, computer, or measuring wheel.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios and proportions or percentages.

COMMUNICATION REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

JUDGMENT REQUIREMENTS: *Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Takes responsibility for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine

IMPACT OF ERRORS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure to the organization to legal ability, or injury or death of individuals.*

Makes decisions with moderate impact – affects those in work unit.

EDUCATION REQUIREMENTS: *Education requirements refer to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in real estate or property appraisal.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refer to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid State of Florida Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

PHYSICAL DEMANDS: *Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipments.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for the safety of others, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refer to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet or humid conditions, bright or dim lights, dust or pollen, traffic, and animals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refer to hearing, sight, touch, taste, and smell necessary to perform the task required by the position efficiently.*

The position requires normal visual acuity and field vision, hearing, speaking, depth perception, and texture perception.

AMERICAN WITH DISABILITIES ACT COMPLIANCE

The Property Appraiser's Office is an Equal Opportunity Employer, ADA requires the Appraiser's Office to provide adequate accommodations to qualified person with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

(Salary commensurate with experience)