

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

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.*

Conducts and assists with field inspections of problem residential parcels, and performs quality control inspections.

Inspects/re-inspects identifies, and values sold and newly constructed commercial structures/improvements.

Assists with training of assigned field personnel and serves as information resource for area of responsibility; proofs fieldwork and ensures accuracy of data.

Assists with qualifying sales of houses and mobile homes to ensure correct level of assessment for tax roll.

Flags properties for inspection relating to permits; coordinates receiving of Building Department new home plans; reviews values relative to sales and analyzes sales relative to values and qualifications.

Interacts with property owners, tax representatives, attorneys, and other County personnel to answer questions and provide information regarding property.

Performs administrative tasks such as maintaining Extra Feature Manual, preparing spreadsheets, performing research, and assisting supervisor with performance evaluations.

Gathers, reviews, and summarizes data/information for presentations or explanations, and to prepare routine special reports.

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 are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

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

Persuades or influences other in favor of a service, course of action, or point of view.

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 journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and 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 the actions of others, requiring almost constant decision affecting co-workers, customers, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent 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 moderately serious impact- affects work unit and may affect other units or citizens.

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

Requires associate's degree or the equivalent of two years of college or specialized vocational training in property tax laws, property appraisal, real estate, or a closely related field.

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 Certified Florida Evaluator or equivalent and a 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 four years 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)