

Flagler County - Residential Property Director

Salary Range: \$58,000-\$70,000

(Based on Experience)

Summary of Responsibility:

The purpose of this classification is to perform supervisory/administrative work associated with inspecting/appraising residential real property to determine fair value and appropriate tax assessment. Duties and responsibilities include supervising assigned staff, assisting in supervising appraisal/reappraisal activities, preparing documentation and maintaining records, researching information, providing information and assistance, and performing other duties as assigned. This position reports directly to the Property Appraiser.

Essential Functions:

The following duties are normal for this person. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects complete work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets and applies state and local laws pertaining to property appraisal and assessment.

Coordinates problem resolution with mapping division; assists in coordinating division activities with those of other divisions/departments.

Provides information and assistance to property owners, builders, installation specialists, fee appraisers, surveyors, realtors, or other individuals regarding appraisal data, appraised values, property lines, ownership records, appeal rights, and related information; explains assessment laws to tax payers; advises taxpayers of their rights to appeal to Value Adjustment Board.

Prepares and defends county appraisals of residential real property at formal hearings, coordinates hearing preparation activities; investigates terms and conditions impacting sales prices of property comparative to subject property under appeal.

Conducts appraisals of property as needed; conducts field reviews of residential real property; locates and identifies real property, referring to various maps, property indexes, directories, building permits, and other documents; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, appearance, property improvements, demolished improvements, or other conditions effecting values; identifies various types of construction; measures and lists new construction; draws structures and makes photographic records; makes calculations and applies data to property appraisals; prepares detailed property record card for use in calculating appraised values.

Reviews various records and documentation in association with determining appraised values; verifies sales data; verifies ownership for proper classification of property; identifies other factors impacting value of existing properties, such as remodeling, new features, depreciation, lending rates/terms, sales/ratio analysis, commercial cost data, changes in classification, changes in use zoning changes, changes in area code cost schedule changes, or external forces such as noise, traffic, pollution, or other factors; take such factors into consideration in determining appraised values.

Calculates appraised values of residential real property; calculates approximate amount of property taxes due; maintains equalization of comparative properties.

Conducts field inspections of property for problem resolution and to maintain equity; checks location of buildings following mapping splits; checks mapping lines to solve assessment problems and correct records.

Assists in location and identifying property records; prepares property records which are in need of updating for processing.

Performs research functions; researches legal records such as deeds, deeds of trust, leases, assessments, or other records; resolves discrepancies in information; identifies mapping and appraisal errors.

Calculates prorated property values; forwards documentation as appropriate.

Reads and interprets blueprints, floor plans, maps, plats, surveys, or other documents.

Prepares or completes various forms, reports, correspondence, valuation guides, tax digests, depreciation tables, manuals, directories, reference materials, or other documentations; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data, verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Communicates with supervisor, employees, other departments, county officials, property owners, local businesses, realtors, fee appraisers, title researchers, attorneys, accountants, tax consultants, builders, planning/codes officials, government agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Additional Functions

Operate/maintain a county vehicle in performing field reviews or other work activities.

Perform general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.