



Property Appraiser Hillsborough County

APPRAISER II (#APPR2PAN) PAN (Land Team & Sale Team)

\$18.28-\$30.92 Hourly / \$3,168.53-\$5,359.47 Monthly / \$38,022.40-\$64,313.60 Yearly

JOB OVERVIEW

Performs lead worker duties collecting real estate valuation data and valuing residential, commercial, industrial, and agricultural property for the preparation of the tax roll.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and

One year of experience as an Appraiser in a government Property Appraiser's Office assessing real estate; and

Successful completion of the International Association of Assessing Officers (IAAO)

Courses 101 and 102 or the Licensed Residential Appraiser Course AB - 1 and AB – II; and

Possession of a valid Driver License.

OR

Graduation from high school or possession of a GED Certificate; and

Four years of experience as a private appraiser of real estate; and

Successful completion of the International Association of Assessing Officers Courses (IAAO) 101 and 102 or the Licensed Residential Appraiser Course AB - 1 and AB – II; and

Possession of a valid Driver License.

OR

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Considerable knowledge of state and county laws, ordinances and regulations governing real estate review and evaluation.
- Considerable knowledge of construction materials.
- Working knowledge of real estate property appraisal and construction principles, practices, methods and procedures.
- Working knowledge of general office policies, practices and procedures.
- Skill in measuring building structures.
- Ability to use measuring devices, such as tape measure, scale, and measuring wheel.
- Ability to read and interpret maps, blueprints, plats and aerial photos.
- Ability to identify and evaluate real estate property location, size, use, purchase and market value.
- Ability to identify, evaluate and record structural features, construction methods and quality, and/or zoning, size, and use.
- Ability to follow oral and written instructions.
- Ability to maintain records and prepare reports.
- Ability to use a computer and related software.
- Ability to work effectively with others.
- Ability to work in sub-tropical climates under adverse weather conditions.
- Ability to safely operate a motor vehicle.

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REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Plans, organizes, and prepares daily work activities by reviewing deeds and legal descriptions using the Clerk of the Circuit Court Information System (CRIS) and through the acquisition of property record cards, permits, and maps using the Computer Assisted Mass Appraisal System (CAMA).
- Conducts on-site inspections to locate, list, and value real estate property as described by property owners or contained in blue prints, building permits, and/or aerial photos.
- Collects and updates data related to real estate property location, size, use, purchase and market value.
- Conducts real estate appraisal review, confirmation, and follow-up inspections.
- Records information for real estate property valuation on prescribed forms and compiles and reviews various reports.
- Responds to property valuation inquiries from staff and the general public.
- Handles the more complex real estate property value inspections.
- Acts on behalf of supervisor when required.
- Researches value review requests and represents the department at Value Adjustment Board hearings to provide an accurate account of the methods and procedures used in real estate property valuations.
- Performs minor safety and operational checks on assigned vehicle.
- Performs other related duties as required.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

If you are interested in these positions, please complete an application using the following link

<https://jobaps.com/Hillsborough/jobs/csb/details.asp?R1=1612&R2=APPR2PAN&R3=001>