



Polk County Property Appraiser

Land Appraiser

Appraisal Department

Job Title: Land Appraiser

Department: Appraisal Department

Supervisor's Title: Land Supervisor

Basic Purpose

Under general supervision the Land Appraiser is responsible for the assembly of data and analysis of facts in order to formulate estimates of property land values. This position requires knowledge of Ad Valorem assessments and an understanding of the procedures and techniques required to estimate the market value of land. A deputy in this position performs various data entry functions utilizing data entry software and hardware. Work involves a variety of complex tasks requiring considerable independent judgment in the assembly of data and facts and the use of Geographic Information Systems (GIS) in order to formulate objective, equitable, and defensible estimates of value.

Land Appraiser I: This is the entry level of the Land Appraiser position. The work performed at this level is of a less technical nature, or with more supervisory assistance than the work performed by the Level II position. In addition, this level may be utilized as a training level in preparation for Level II responsibilities. In order to be promoted to the Level II position, the deputy must complete two full tax roll cycles in this position and obtain the Certified Florida Evaluator (CFE) designation.

Land Appraiser II: This is the full performance level of the Land Appraiser. Performance duties include but are not limited to the following:

1. Review Sales to determine the sale qualification status in order to set commercial, industrial and residential land rates for vacant and improved sales.
2. Prepare various reports to establish vacant and improved land base rates and table changes as needed for residential properties in order to establish land valuation. Ensure proper preparation of data entry documents by reviewing for completeness, legibility and overall workflow.
3. Review assigned neighborhoods to ensure fair and equitable assessments while implementing mass appraisal principles.
4. Examine new subdivision plats to determine valuation before and after the date of assessment (proration of value) and assign codes accordingly; conducts field reviews of new subdivisions to verify level of completion for accurate assessment.
5. Identify, locate and analyze property information using GIS/Mapping software.
6. Advise property owners concerning methods and procedures used in determining values, answer questions relative to property values, appraisal techniques, property ownership, Ad Valorem assessments and exemptions.
7. Must be able to demonstrate proficiency, competency and satisfactory completion of regularly assigned work in an independent manner.
8. Defend values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies, as they may apply to the specific parcels in dispute.
9. Work with team members to adjust the market area boundaries within Strata 4 and 5.

10. Utilize digital imagery, tax roll parcel data, property maps, and other sources of information to conduct desktop reviews of assigned properties to fulfill statutory requirements of five year physical inspection.
11. Performs other duties as assigned and must participate in departmental meetings, cross-training, job-sharing and job duty organizational efforts as directed.

Land Appraiser III: This is the working lead level of the Land Appraiser position performing specialized and complex duties beyond those of Level II. The duties at this level include but are not limited to the following:

1. Must be capable of performing the valuation of complex commercial, industrial, and residential vacant land properties with no assistance or oversight from the Land Supervisor, Manager or Director.
2. Must be able to demonstrate advanced proficiency, competency and satisfactory completion of regularly assigned work in an independent manner.
3. Must be able to work directly with the Commercial Appraisal Department to determine value changes in commercial and industrial neighborhoods.
4. Acts as team leader in the completion of various projects, including the supervision of employees assigned to the project, under the guidance of the supervisor.
5. Assists with the supervision of work for staff by scheduling, assigning and reviewing work, providing training and counseling and evaluating performance.
6. Ability to review Land Location Models within the CAMA system and verify the accuracy and validity of resulting changes to value.
7. Completes statistical analysis on market data to set valuation using mathematical models.
8. Ability to prepare analytical reports to ensure sales in Strata 4 and 5 are qualified for use with statistical analysis and in compliance with Department of Revenue guidelines
9. Coordinates research in preparation of team members' contribution to the VAB.
10. Works with the Land Supervisor to plan direction of work for the department and aid in decision making activities.
11. Involved in the analysis, production, database maintenance, and implementation of related departmental projects as a project manager.
12. May prepare detailed analytical reports to ensure sales in work area are qualified for use with statistical analysis and in compliance with Department of Revenue guidelines.
13. Write and maintain procedures for the position of Land Appraiser.
14. Responsible for advising the Land Supervisor of problems and backlog.
15. Assists with writing and maintaining procedures for the position of Land Appraiser.
16. Appraiser at this level will be required to complete IAAO Course 312 Commercial/Industrial Modeling Concepts and IAAO Course 332 Modeling Concepts. Optional Course 400 Assessment Administration.

Knowledge, Skills & Abilities

- Working knowledge of principles, practices, techniques, standards, procedures and terminology required to estimate the market value of land.
- Ability to support and defend appraisals with tact, impartiality and firmness.
- Knowledge of statistics and other quantitative tools of data analysis and their application to the appraisal process.
- Knowledge of Florida Statutes and ordinances governing appraisals.
- Ability to express ideas clearly and concisely in writing or orally in a friendly manner.
- Ability to use software programs related to job functions accurately and effectively.
- Ability to communicate tactfully and courteously with the public.
- Must be able to establish and maintain effective working relationships with other Deputies, County departments and governmental agencies and businesses.
- Ability to interact in a team environment with co-workers with tact and diplomacy.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to understand and interpret oral and written instructions.
- Able to work independently, be self-motivated and task-oriented.
- Ability to correlate legal descriptions to an aerial map or plat.
- Ability to meet established written performance standards in quantity and quality of work.
- Knowledge of appraisal methods and techniques.
- Knowledge of principles and techniques of operation of data entry software and hardware.
- Knowledge of Computer Assisted Mass Appraisal (CAMA) software.
- Knowledge of office procedures, correspondence and standard business practices.
- Ability to work with the public under stress, difficult and/or sometimes unpleasant circumstances.

Education and/or Work Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent of two years of college level classes in a related field – OR –

Experience: Two or more year's knowledge of appraisal practices through prior work experience in-house or with another county agency or Property Appraiser's office.

Certificates, Licenses, registrations

Certified Florida Evaluator (CFE) – Preferred

IAAO Courses Required – 101 Fundamentals of Real Property; 102 Income Approach to Valuation; 201 Appraisal of Land and 300 Fundamentals of Mass Appraisal

Certified Cadastralist of Florida (CCF) - Preferred

Essential Physical Skills

Constantly operates a computer and other office machines such as a calculator, copy machine, facsimile machine, printers, etc. Frequently be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Work Environment

Conducts work in an office and/or field setting.

Stipulations of Employment

Employees of the Polk County Property Appraiser (PCPA) shall not either for gratis or for compensation engage in any licensed real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Polk County; sell PCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Furthermore, employees and members of their household may not own or hold financial interest in an assessment / appraisal business.

Must possess and maintain a valid Florida Driver license and be insurable by the Polk County insurance carrier.

At Will Statement

Employment at the Polk County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Polk County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Polk County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.