

## PUTNAM COUNTY PROPERTY APPRAISER

### JOB DESCRIPTION: DIRECTOR OF REAL PROPERTY ASSESSMENTS

**NOTE:** THE PROPERTY APPRAISER'S OFFICE IS A TOBACCO FREE WORKPLACE

#### GENERAL DESCRIPTION

Highly responsible position requiring the supervision of all Field Appraisers and other assigned staff.

#### ESSENTIAL JOB FUNCTIONS

1. Performs more complex field evaluation functions in the assessment of properties.
2. Establishes priorities to insure completion of required appraisals in a timely manner.
3. Assigns specific tasks and reviews the work of employees to insure accuracy, completeness and standardization of appraisals.
4. Reviews all of the department's assessment production including field notes, EDP output and conducts performance review.
5. Confers with builders, manufacturers, developers, etc. to gather data for use in establishing square foot rates for the assessment of property.
6. Investigates more complex complaints and confers with property owners or their legal representatives to explain methods, procedures and policies with respect to the valuation placed on any parcel of property in the County.
7. Assists Field Appraisers in the valuation of complex and difficult properties.
8. Assists in training employees in the valuation of complex properties.
9. Performs related work as required.
10. Oversees valuation techniques, statistical analysis and calibration of computer models to accurately reflect the current market value of all real property within Putnam County.
11. Insures compliance with Department of Revenue rules, regulations, and statistical measures as it relates to the real property department.
12. Coordinates the preparation and presentation of supporting data for the Value Adjustment Board for real property value issues.
13. Communicate with the public concerning appraisals.
14. Make recommendations to the Property Appraiser regarding budgetary needs.
15. Work with other governmental agencies as necessary.

#### MINIMUM QUALIFICATIONS:

##### KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of real estate appraisal methods and techniques.
2. Knowledge of the general methods, products and workmanship typically used in residential and commercial construction.
3. Knowledge of the Florida statutes and Department of Revenue regulations and statistical parameters governing appraisal of property.
4. Knowledge of legal descriptions and related means of locating property.
5. Ability to make accurate and rapid mathematical calculations.
6. Ability to draw dimensional outlines of structures to the proper scale both by hand and digitally.
7. Ability to tactfully answer questions and give information to the public.
8. Ability to supervise the work of the Field Appraisers.
9. Proficient in Microsoft Office and Apex software.

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**EDUCATION AND EXPERIENCE**

1. Graduation from an accredited four year college or university with major course work in real estate appraisal assessment administration or related field, or ability to obtain within one year.
2. Four years experience in a supervisory capacity related to mass appraisal.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

1. Ability to become a Certified Florida Evaluator within two years.
2. Possession of a valid Florida Driver's License.
3. Possession of a State-Certified General Appraiser's License or State-Certified Residential Appraiser's License preferred but not required.
4. Must provide your own transportation.
5. Special consideration given to those applicants who will permanently reside in Putnam County within 6 months of being hired.

**ESSENTIAL PHYSICAL SKILLS**

1. Acceptable eyesight (with or without correction)
2. Acceptable hearing (with or without correction)
3. Ability to access file cabinets for filing and retrieval of data
4. Ability to sit at a desk and view a display screen for extended periods of time
5. Ability to answer a phone
6. Ability to climb and descend stairs

**ENVIRONMENTAL CONDITIONS**

1. Works inside and outside in varying weather conditions.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**AT WILL STATEMENT**

Employment at the Putnam 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 the employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Putnam 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 Putnam 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.

**To apply visit:** <http://agency.governmentjobs.com/putnamcountyfl/default.cfm>