

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: Residential Appraiser

SUMMARY: Performs technical and specialized work in the mass appraisal of all types of residential property to determine the value for tax purposes. Job functions include market, cost, and income valuations. The Residential Appraiser reports to the Real Estate Manager. The work is reviewed through observation, quality checks and achievements of performance measurements as described in annual check-ins.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understands and execute the Property Appraiser's "Mission, Vision, and Guiding Principles."
- Performs sales ratio statistical analysis to ensure fair assessments and compliance with the Department of Revenue level of assessment.
- Performs neighborhood analysis.
- Assists with the base rate analysis for all residential property types.
- Assists with the application and analysis of all forms of depreciation, including physical depreciation, functional obsolescence, and external obsolescence; abstraction of adjustments to comparable properties based on paired sales analysis; income and expense analysis based on gross income multiplier.
- Prepares for and presents evidence and testimony at Value Adjustment Board hearings and legal proceedings.
- Assists with petition preparation for Value Adjustment Board or Special Magistrate hearings.
- Assists the public, interested agencies and staff, both orally and in writing, by answering questions, explaining assessments, and resolving problems.
- Understands the sales qualification process including Department of Revenue (DOR) codes.
- Assists in training and answering questions to other department staff, including guidance to the property data team on quality of construction, inspections, and the appraisal process.
- Performs data entry and proof entries for accuracy.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Assists in completing quality control procedures including identifying new quality control procedures.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Complies with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

OTHER SKILLS AND ABILITIES:

- Must have high level of attention to detail and quality control mindset.
- Supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Proficient in the operation and navigation of a personal computer. With instruction, understand the Property Appraiser's computer assisted mass appraisal (CAMA) software program and other software programs as they apply to the work performed.
- Possesses analytical and decision-making skills. Ability to exercise sound judgment when making decisions affecting properties.
- Comfortable with mathematics, building codes, and construction methods/materials.
- Demonstrates the ability to interpret statistical measures and apply mass appraisal techniques accurately and efficiently.
- Demonstrates ability to locate property on county assessment maps and aerials and have knowledge of legal descriptions, including metes and bounds.
- Detail oriented, methodical, organized, and open minded. Because there are so many variables associated with real estate, appraisers also must be flexible and versatile with regard to applying appraisal and assessment principals.
- Exhibits regular attendance, dependability, and promptness.

- Establishes and maintains effective working relationships.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Works independently, is self-motivated and task oriented.
- Exhibits dependability, promptness, and team-player attitude.

QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year degree granting college or university and two years work experience appraising residential properties.
OR
- Associate Degree from an accredited college or university and four years work experience appraising residential properties.
OR
- Graduate from a high school or possession of a GED Certificate and five years work experience appraising residential properties.
- Possesses a valid Florida driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop, or lift up to 10 pounds. The individual occasionally is out in the field.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

ANNUAL PAY: \$49,623 plus robust benefits package. Starting annual pay may vary based on appraisal experience.

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