



JOB OVERVIEW	
JOB TITLE	Residential Appraiser
DEPARTMENT	Appraisal
LOCATION	4030 Lewis Speedway, Ste. 203, St. Augustine, FL 32084
REPORTS TO	Commercial Appraiser Director

JOB SUMMARY

This is a professional position under the immediate supervision of the Residential Appraisal Director and under the general direction of the Chief Appraiser. The position provides the valuation of residential property for ad valorem tax purposes through the application of industry accepted methods, standard appraisal techniques, and statistical analysis including income, sales comparison and cost approaches to value.

MAJOR DUTIES

- Annually reassesses residential properties located in designated market areas through the sales approach, or otherwise the most applicable approach to valuation, income or cost.
- Enters data into CAMA system accurately and independently, creating traverses, selecting structural elements and extra features, qualities and indexes while ensuring accurate coding, capping and data input for tax roll submission to the Department of Revenue.
- Communicates professionally with property owners, tax representatives, the public at large and colleagues.
- Investigates and answers questions concerning property values and appraisal techniques, methods and procedures used in determining value.
- Independently addresses and attempts to resolve potential value disputes during Truth in Millage (TRIM) and Value Adjustment Board (VAB) periods.
- Reviews and confirms sales via the qualification process, and conducts sales ratio studies.
- Revalues land, buildings and extra features, and reviews ratios in all assigned market areas.
- Performs property inspections in accordance with Florida Statutes using desktop tools when possible, and conducts physical field inspections when necessary.
- Independently analyzes data and situations to identify errors, situational or systemic problems, then develops and implements solutions.
- Gathers and maintains data to support periodic and special reports documenting activities.
- Attends staff and other professional meetings; attends technical or professional seminars or conferences.
- Assists in preparing cases and evidence for property value defense at Value Adjustment Board hearings.
- Collaborates, coordinates and cooperates with individuals and departments within the Property Appraiser's office.
- Performs related duties, projects, assignments and other tasks as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of property appraisal and Florida Statutes governing office operations.
- Knowledge of mass appraisal principles, methodologies and procedures.
- Knowledge of residential appraisal principles, methodologies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

- The Residential Appraisal Director assigns work in terms of goals, objectives and provides general guidance. The Director reviews completed work for compliance with procedures and the nature and propriety of the results.

GUIDELINES

- Guidelines include Department of Revenue guidelines, USPAP rules, Marshall and Swift guidelines, Value Adjustment Board policies, and Florida Statutes. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, and professional appraisal duties. Strict regulations and timelines contribute to the complexity of the position.
- The purpose of this position is to better facilitate timely completion of appraisal processes performed by the team of appraisers. Success in this position contributes to the accuracy and completeness of county tax rolls

CONTACTS

- Contacts are typically with other county employees, property owners, title companies, private appraisers, attorneys, realtors, business owners, vendors, and members of the public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain "Certified Evaluator" designation through the Florida Department of Revenue.

ACKNOWLEDGEMENT:

I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with St. Johns County Property Appraiser.

Signature

Date