



JOB OVERVIEW

JOB TITLE	Residential Valuation Specialist I With Condo
DEPARTMENT	Residential
LOCATION	4030 Lewis Speedway, Ste. 203, St. Augustine, FL 32084
REPORTS TO	Residential Valuation Team Leader

JOB SUMMARY

This position is responsible for the appraisal of residential property. An incumbent in this position may be designated "Residential Evaluator Trainee", "Residential Evaluator II", or "Residential Evaluator III."

MAJOR DUTIES

- Conducts field inspections of residential properties; measures properties, estimates depreciation and condition, updates property record cards, and enters data into computerized database.
- Establishes values of residential properties through market and sales analysis and review of building plans and permits.
- Researches sales to determine nature of sale and relevance to true market value; conducts sales ratio studies.
- Maintains records and files for an assigned market area.
- Answers questions from the public regarding the estimated value of properties and the valuation process and about exemption requirements.
- Prepares information for Value Adjustment Board hearings; researches comparables; prints maps; applies properties to grids for comparison.
- Maintains assigned vehicle.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of residential appraisal principles.
- Knowledge of assigned market area.
- Knowledge of building construction principles.
- Knowledge of mass appraisal principles.
- Knowledge of computers and job-related software programs.
- Knowledge and experience with condominium property valuation is preferred.
- Skill in meeting required deadlines.
- Skill in reading and interpreting blueprints and plans.
- Skill in measuring building and site improvements and in developing accurate and legible sketches.
- 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 Supervisor assigns work in terms of general instructions. The supervisor spot-checks

completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Department of Revenue guidelines, USPAP rules, Marshall and Swift guidelines, Value Adjustment Board policies, and Florida Statutes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related appraisal duties. Strict regulations and timelines contribute to the complexity of the position.
- The purpose of this position is to appraise residential real estate. 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 general 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. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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