HERNANDO COUNTY PROPERTY APPRAISER
JOB DESCRIPTION

JOB TITLE: Field Appraiser I	**PAY GRADE**:
DEPARTMENT: Valuation Services	**STARTING**: $36,986
REPORTS TO: Director of Valuation	**POSITION TYPE**: Non Exempt

CLOSING DATE:
Please submit a completed application which is available at https://hernandocountypa-florida.us/.
Accepting applications until position is filled.

GENERAL DESCRIPTION:
This individual assembles pertinent data and analyzes the facts necessary to formulate estimates of value for real property. This position uses a pc tablet while performing field inspections of real property and businesses in order to secure a detailed listing of all property and tangible assets.

ESSENTIAL JOB FUNCTIONS:
✯Acquire knowledge of functions of the Property Appraiser's Office and other county departments and Hernando County parcels.
✯Acquire knowledge of Computer Assisted Mass Appraisal (CAMA) software and Geographic Information System (GIS). Identify & locate properties from subdivision plats, maps and legal descriptions.
✯Visit sites to obtain necessary information, measure the perimeter of structures, draw sketches to scale, compute the area in square feet or as appropriate, determine the location and dimensions of structural improvements.
✯ Identify structural features of buildings and make judgments concerning the types of construction and the quality involved in the construction.
✯Work from building permits, measuring addition to homes, calculating square footage of additions and record data and identify property uses. Compile and review records necessary for appraisals including blueprints, building plans, maps, deed restrictions and land use classification.
✯Advise property owners concerning methods and procedures used in determining values, answer questions related to property values and appraisal techniques by telephone or in person.
✯Perform physical inspections of business locations to secure a detailed listing of tangible assets.
✯Inspect agricultural properties to verify classified use as requested by the immediate Supervisor.
✯May be required to defend values before the Value Adjustment Board.

JOB STANDARDS:

Education:	High School Graduate or GED Certification
Experience:	2 years' experience in construction, real estate or professional office environment preferred
Licenses or Certifications:	Valid Florida Driver's License and be insurable by our current insurance carrier. Must obtain Certified Florida Evaluator designation within three years of hire date.

EQUIPMENT USED:
✯Motor vehicle, personal computer, pc tablet, printer, calculator, facsimile machine, copier, telephone, measuring tape and other office equipment.

CRITICAL SKILLS/EXPERTISE:
✯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
✯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
✯Ability to work with the public under stress, difficult and/or sometimes unpleasant circumstances
✯Ability to maintain a professional appearance, attitude and demeanor while in the field
✯Ability to support and defend appraisals with tack, impartiality and firmness
✯Capable of accurately reading maps, plats and all legal descriptions, measure structures and distances
✯Capable of rendering identifications and technical judgment concerning structural features, construction methods and quality; Record descriptive data accordingly and complete
✯Entry level knowledge of sales and base rate formulation
✯Knowledge of appraisal methods, techniques, terminology used in the fields of appraisal and construction, statistics and other quantitative tools of data analysis and their application to the appraisal process
✯Assist other Property Appraiser departments to verify improvement location, improvement type and occupancy

ESSENTIAL PHYSICAL SKILLS: Constantly operates a computer while in the field. Field work requires the ability to bend and walk. Move about to gain physical access to observe property while in the field. Occasionally be able to operate a calculator, copy machine, printer, facsimile machine, imaging system, etc. Constantly be able to carry essential appraiser materials while in the field. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS: Working outside most of the day with exposure to weather conditions common to Central Florida. Occasional off-site training.

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

THE PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER