



## **Wesley Davis, CFA**

Indian River County Property Appraiser

"Your Property is Our Priority"

1800 27<sup>th</sup> Street, Vero Beach, FL 32960

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### **Residential Appraiser III**

Essential function of the position within the organization is to assist in the valuation of residential real property for ad valorem assessment purposes through field inspections, sales verifications, and sales analysis within designated geographic market area. The position's responsibility includes collecting data relevant to determining an equitable assessment for each property while providing courteous and professional service.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans and organizes individual appraisal related activities for designated market area of responsibility; to include new work, field canvasses, and field reviews.
- Utilizes various recognized appraisal techniques to establish and recommend residential land values; to include direct sales comparison, allocation and abstraction.
- Data collection to include: locating, discerning, measuring, and listing of residential improvements with knowledge of mass coding.
- Sales verification and inspections.
- Prepares reports and assists with the valuation of residential properties, vacant and improved.
- Receives and investigates issues/complaints pertaining to residential ad valorem assessments.
- Prepares for and defends values before the VAB.
- Assume duties assigned by the Department Head in their absence
- Communicates goals to other department staff members while a liaison to Department Head on staff progress toward tax roll completion and compliance with real property valuations.
- Clear communicator, strong organizational skills, respectful to others, and ability to delegate tasks including to other staff members
- Position requires on-site office presence as it is interactive requiring face-to-face interactions with both public and staff members
- Rotate between office locations providing support and coverage when needed
- A mentor by training newer deputies both in department and throughout Property Appraiser's Office.
- Perform any other related duties as required or assigned.

**QUALIFICATIONS:**

- High school diploma or equivalent is preferred
- 10 years or more of prior appraisal work experience in-house or with another agency or Property Appraiser's Office
- Certified Florida Evaluator Designation from the Florida Department of Revenue

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of real estate appraisal.
- Knowledge of Mass Appraisal Techniques
- Computer knowledge including Microsoft Excel, Word and Outlook
- Knowledge of acceptable ratio standards for statistical measure for assessment roll approval process
- Knowledge of general residential construction techniques and materials
- Knowledge of laws, ordinances, and statutes pertaining to the ad valorem assessment of real property
- Ability to exhibit a high level of accuracy in typing/data entry skills
- Maintain composure in stressful situations
- Serve the public and fellow professionals with honesty and integrity
- Perform tasks utilizing data processing methods and systems
- Ability to communicate effectively through both oral and written correspondence
- Capability to work independently and as a team player using good judgement

**SPECIAL REQUIREMENT:**

- Position requires working outdoors in all types of weather conditions.

**LICENSE/CERTIFICATION:**

- Certified Florida Evaluator Designation
- Valid Florida Driver's license

**PRE-EMPLOYMENT SCREENING:**

- This position requires a background screening

We are a Veteran's Preference Employer

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the professional for this job. Duties, responsibilities and activities may change at any time with or without notice.

Department:	Appraisal Services	Years of Experience:	10 years appraisal exp
Classification:	Non-Exempt	Employment Type:	Full Time
Salary Range:	\$40,500 – 90,100	Manages Others:	No
Required Education:	High School Diploma or Equivalent preferred	Reports To:	Appraisal Services Dept. Head

