

## POSITION DESCRIPTION

### DEPUTY APPRAISER I

**Department:** Residential  
**Division:** Real Property  
**Base Salary:** \$52,238

\*Base salary is subject to adjustments based upon candidate's qualifications and experience  
 \*Option to work 4- or 5- day work week

#### NATURE OF WORK

Appraise a full range of residential real property for tax assessment purposes using mass appraisal approaches, methods and techniques. Performs calculations to determine market value of property. Perform field appraisals and data collection. Respond to inquiries from the public.

#### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Inspect and determine market value for all types of property by utilizing the three approaches to value.
- Inspect, measure and list physical building characteristics, including quality of workmanship and materials.
- Ensure all parcels are inspected within the assigned inspection cycle; including permits and new construction.
- Assist the department as needed in order to meet any and all deadlines.
- Accurately record data, sketch and complete building cards for all improvements; update real application.
- Draw scale plans of buildings using current office software.
- Analyze sales and market data.
- Accurately record data on field record forms, including mobile tablet.
- Respond to inquiries from public regarding appraisal assessment and procedures.
- Establish and maintain effective working relationships with coworkers and the general public.

#### ILLUSTRATIVE TASKS

- Perform detailed inspections of real property, including photographs to gather and document all necessary characteristics to determine value.
- Complete building cards and update records to accurately reflect a property's improvements.
- Interview owners, building managers, agents and tenants to determine interior improvement data.
- Determine changes in improvements due to new construction, demolitions, additions and maintenance permits.
- Correctly identify discrepancies between the property's description and actual size.
- Analyze sales and properties in preparation of the tax roll.
- Explain assessment criteria to property owners and / or their agents. Answer questions related to property values, appraisal techniques and statutory provisions regarding property values.
- Perform routine clerical tasks

#### KNOWLEDGE, ABILITIES AND SKILLS

- General knowledge and understanding of appraisal principles, practices and procedures of real property assessment.
- Proficiency with standard office equipment. Should be familiar with and able to utilize personal computer, tablet and standard office software.
- Ability to follow direction, make independent decisions, solve problems, and meet production deadlines.
- Must possess organizational skills; be self-motivated; capable of working independently with minimum supervision; make accurate mathematical calculations; submit concise records on field inspections; must be able to work in the field and tolerate the extremes of weather conditions common to South Florida.

- Must be capable of communicating effectively both verbally and in writing and possess the personality and temperament necessary for working under stress in dealing with the public to provide outstanding customer service.

### **PHYSICAL DEMANDS**

The work is performed in an office and field setting with...

### **MINIMUM QUALIFICATIONS**

- Must possess a high school diploma or the equivalent; Associate or Bachelor degree preferred
- Experience in appraisal, real estate, construction or related work preferred; or equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies.
- Must possess a valid Class E driver's license, current BCPA approved automobile insurance, and an automobile that is available to perform work duties

### **GENERAL INFORMATION**

Office Policies and Expectations / BCPA Employee Handbook

This position description does not constitute an employment agreement between the employer and employee. The listed job description should not be construed as a comprehensive listing of all activities, duties or responsibilities that are required of the position. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

FLSA Status: Non-exempt

Works under the supervision of: Real Property Supervisor, Manager and Director; Chief of Staff and Property Appraiser

## CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

**TITLE: All Real Property Appraisers**

**DEPARTMENT: Residential**

1.	<b>The physical activity of this position. (Please check all blocks that apply)</b>	
(X)	A.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
(X)	B.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
(X)	C.	Crouching. Bending the body downward and forward by bending leg and spine.
(X)	D.	Crawling. Moving about on hands and knees or hands and feet.
(X)	E.	Reaching. Extending hand(s) and arm(s) in any direction.
(X)	F.	Standing. Particularly for sustained periods of time.
(X)	G.	Walking. Moving about on foot to accomplish tasks, particularly moving from one area to another.
(X)	H.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
(X)	I.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
(X)	J.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
(X)	K.	Grasping. Applying pressure to an object with the fingers and palm.
(X)	L.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
(X)	M.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
(X)	N.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
2.	<b>The physical requirements of this position. (Please check only one block)</b>	
( )	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
(X)	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
( )	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
( )	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
3.	<b>The visual acuity requirements including color, depth perception, and field vision. (Please check all that apply)</b>	

(X)	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; using measurement devices.
(X)	B.	The worker is required to have visual acuity to operate motor vehicles.
(X)	C.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures (i.e., property inspection, etc.)
<b>4.</b>		<b>The conditions the worker will be subject to in this position. (Please check all blocks that apply)</b>
(X)	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
(X)	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
(X)	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
(X)	D.	The worker is subject to extreme heat. Temperatures above 90 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
(X)	E.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
(X)	F.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
( )	G.	The worker is frequently in close quarters, crawl spaces, small enclosed rooms, and other areas that could cause claustrophobia.
( )	H.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)