



Orange County Property Appraiser Job Opportunity Announcement

DATE: July 29, 2010

APPLICATION DEADLINE: Open Until Filled

POSITION TITLE: Commercial Review Appraiser I
PAY GRADE: 25 (Starting pay \$14.27 per hour)
POSITION #: 45
DEPARTMENT: Real Estate Assessment
FLSA STATUS: Non-Exempt

FUNCTION

Values commercial properties for ad valorem purposes through the application of standard appraisal techniques, including the sales, income and cost approaches.

DISTINGUISHING CHARACTERISTICS OF WORK

This is a specialized position requiring a thorough knowledge of appraisal theory and concepts in general as well as detailed knowledge of the three approaches to value in particular. A comprehensive knowledge of computer-assisted mass appraisal techniques is also required.

Work is performed in accordance with accepted appraisal techniques, departmental procedures, Florida law and the rules of the Department of Revenue.

Work is performed under the supervision of the Commercial Review Supervisor, under the management of the Commercial Assessment Manager, under the direction of the Real Estate Assessment Director, under the oversight of the Chief Deputy Property Appraiser and under the guidance and administration of the Property Appraiser.

Work is reviewed primarily for achievement of work assignments in a timely and accurate manner while adhering to established office policies.

ESSENTIAL JOB FUNCTIONS

Participates in the collection, analysis and review of data obtained from the operations of commercial properties located throughout Orange County.

Inspects, reviews and reconciles sale properties in the assessment to sales ratio analysis of the tax roll.

Reviews commercial properties with owners or their representatives; makes value adjustments, when warranted, and justifies the changes.

Appears before the Value Adjustment Board to explain and defend assessments.

Assembles supporting appraisal data and appears as an expert witness or gives testimony during litigation proceedings.

May be required to become a Certified Emergency Responder for emergency Damage Assessment purposes. May be required to staff the Emergency Operations Center (EOC) or Field Operations Center (FOC) during emergency situations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Must hold a minimum of a Bachelor's Degree or higher from an accredited college or university. Familiarity with real estate appraisal and/or commercial constructions is preferred.

Must have earned the professional designation of Certified Florida Evaluator (CFE) and have a minimum of two (2) years experience as an ad valorem appraiser. Experience as a commercial appraiser is preferred.

Last Updated: 7/10

Must be able to perform light, physical office work when needed.

Must have a valid Florida driver's license and an automobile that is fully insured and available at all times in the performance of this position.

Must be capable of performing the valuation of the least complex commercial property types. In addition, should be capable of performing valuations of moderately complex commercial property types with the assistance and oversight from the Commercial Supervisor.

Special consideration will be given to those bi-lingual in English and Spanish.

While employed by the Orange County Property Appraiser, must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Orange County; sell OCPA computerized database information; engage in any outside computer programming or consulting. Employees and members of their household may not own or hold financial interest in an appraisal business.

NOTE: Each year of required education may be substituted by two (2) years of work experience. Each year of required experience may be substituted by two (2) years of additional education.

AT WILL STATEMENT

Employment at the Orange County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY:

Application forms can be obtained from our web site, <http://www.ocpafil.org/hr/employment.html>, at our Customer Service counter or by request.

An official application form is required. All qualifying information must appear on the application. Information from a resume will not be used to determine if minimum qualifications are met. A resume in lieu of an application **will not** be accepted.

ORANGE COUNTY PROPERTY APPRAISER EMPLOYEES WHO ARE QUALIFIED AND ELIGIBLE FOR PROMOTION WILL RECEIVE FIRST CONSIDERATION FOR THIS VACANCY; HOWEVER, WE WILL ACCEPT AND CONSIDER APPLICATIONS FROM ALL ELIGIBLE PERSONS. THE ORANGE COUNTY PROPERTY APPRAISER INTENDS TO HIRE ONLY INDIVIDUALS WHO ARE U.S. CITIZENS OR ALIENS AUTHORIZED TO WORK IN THE UNITED STATES. APPLICATIONS FROM MINORITIES, WOMEN AND DISABLED INDIVIDUALS ARE ENCOURAGED. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE NOTIFY THE ADMINISTRATIVE SERVICES DEPARTMENT, (407) 836-5055, IN ADVANCE. OCPA IS AN EQUAL OPPORTUNITY/ADA EMPLOYER.