



# David A. Williams, CFA

DeSoto County Property Appraiser

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MEMBER  
International Association  
of Assessing Officers

Property Appraisers  
Association of Florida

## **DESOTO COUNTY PROPERTY APPRAISER OFFICE** **JOB DESCRIPTION**

### **JOB TITLE: Appraiser Trainee**

<b>Reports To:</b>	Property Appraiser & Chief Deputy
<b>Salary:</b>	Negotiable, based on experience
<b>Classification:</b>	Full-Time 37.50 hours per week
<b>Work Hours:</b>	8:30 a.m. to 5:00 p.m. – Monday through Friday

### **GENERAL DESCRIPTION OF POSITION:**

Under general supervision of the Property Appraiser and direct supervision of the Chief Deputy, the Appraiser Trainee is to train to perform specialized job functions in locating, measuring, identifying, and inspecting real property. The Appraiser Trainee trains to works closely with the public concerning property ownership, classifications, and related appraisal matters for ad valorem assessment purposes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Train to perform the following:**

- Learn and adapt to local appraisal procedures which includes learning local classification schedules and point systems.
- Use of ownership maps to locate and identify properties which involves use of a computer as well as reading a map to locate property when driving.
- Locate and appraise new and existing improvements as directed by Chief Deputy.
- Read blueprints or floor plans of residential homes to ascertain accurate measurements of improvements as needed.
- Utilize digital imagery, tax roll parcel data, property legal descriptions, and property maps to fulfill statutory inspection requirements.
- Investigate and respond to inquiries from property owners or their legal representatives to explain methods, procedures and policies with respect to the valuation placed on residential properties in DeSoto County.
- May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. This may require after-hours or weekend duty.

- Conduct field review and assessment which includes travel 8-11 months during the year using a DeSoto County Property Appraiser Office vehicle.
- Ability to gather information and take accurate field notes which involves using a tape measure to arrive at the structure's square foot.
- Data entry of some information gathered at the field.
- Assist in development of valuation models and schedules involving ratio studies and market analysis which includes charting sales data.
- Communicate effectively with property owners about property value matters which may include handling upset property owners.
- Compile pertinent information and represent DeSoto County Property Appraiser Office in Value Adjustment Board (VAB) hearings which include preparing information packets with photos of subject property.
- Able to obtain certification through Florida Department of Revenue (FDOR) as Certified Florida Evaluator by attending and passing International Association of Assessing Officers (IAAO) courses.
- Proficiency with computer software such as MS Word, Excel, etc.
- Ability to meet specific deadlines with a minimum amount of supervision.
- Ability to answer questions tactfully and give information to the public.
- Knowledge of legal descriptions, metes and bounds descriptions, and related means of locating property from county maps.
- Ability to learn to interpret and compose directional traverse coding.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of computers and the Internet. Work fluently with Microsoft Office, email, browsers, Windows operating systems, and PCs.
- Ability and knack for working with numerical data. Accurate and attention to details.
- Ability to effectively manage time, meet deadlines, and work under pressure.
- Ability to work independently and as a team member.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of general office procedures, such as copying, faxing, filing, and shredding.
- Innovative and creative in the form of continuous improvement to internal processes.
- Flexible and adaptable to change.

### **EDUCATION AND EXPERIENCE:**

- Must possess a high school diploma or equivalent.
- Must have a thorough knowledge and understanding of business English and math. This includes the ability to make arithmetic computations accurately.
- Must have the ability to read and comprehend constitutional and statutory language relating to property tax assessments.
- Must be able to operate and use standard office and computer equipment efficiently. Must be proficient in Internet use and Microsoft Office programs such as Word, Excel and Outlook.
- Must have the ability to learn CAMA (Computer Assisted Mass Appraisal) software.

- Must have the ability to understand and carry out moderately complex and written instructions as well as the ability to follow office practices and procedures.
- Must be a detailed oriented, industrious, self-starter requiring little to no supervision.
- Must be well-organized and resourceful.
- Must demonstrate excellent written, organizational, and oral communication skills.
- Must be willing to attend training and pass exams to obtain certification as a “Certified Florida Evaluator.”
- Must possess exceptional interpersonal skills and the personality and temperament necessary for working under stress in dealing with the public.
- The ability to read property maps and locate property.
- Knowledge of residential construction types, methods and materials.
- Establish and maintain effective working relationships with staff and the public.
- Exhibit regular attendance, dependability and promptness.
- Must have high level of attention to detail and quality control mindset.

### **SUPERVISORY RESPONSIBILITIES:**

None.

### **COMMUNICATION SKILLS:**

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; ability to write simple correspondence; ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization; ability to read, analyze, and understand general business/company related articles and professional journals; ability to speak effectively before groups of customers or employees.

### **LANGUAGE & MATHEMATICAL SKILLS:**

- Ability to read and understand simple instructions, short correspondence, notes, letters, memos, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write reports and correspondences.
- Ability to effectively communicate information and respond to questions in person-to-person and small groups, situations with customers, clients, general public and other employees of the organization.
- Ability to read, analyze, and understand general business/company related articles and professional journals.
- Ability to speak effectively before groups of customers or employees.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

Florida Driver's License

**SOFTWARE SKILLS REQUIRED:**

Advanced: Alphanumeric Data Entry, Word Processing Typing, Microsoft Office and the ability to learn CAMA (Computer Assisted Mass Appraisal) software.

**PHYSICAL ACTIVITIES:**

The following physical activities described herein are representative of those that must be met by an employee to successfully perform the essential functions and expectations. While performing the functions of this job, the employee is continuously required to: stand, sit, use hands-to-finger, handles or feels, reach with hand and arms, talk or hear, and frequent walking. An employee must lift and/or move: 50 pounds (occasionally); 25 pounds (regularly); and 10 pounds (continuously). Specific vision abilities required by this job include close vision.

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***Do not submit résumé in lieu of application.***

**\*Submit application to the Property Appraiser's Office.**

**\*Copies of Diplomas, Degrees, Licenses, and Certifications should accompany the application.**