

PROPERTY ANALYST SPECIALIST

CODES/PAY RANGE

Class Code: 4329

EEO Code: C

Pay Range: 214

MAJOR FUNCTION

Technical work in the collection and analysis of economic, legal, physical, and sociological data in order to estimate just value in accord with statutory provisions.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs appraisal duties (field or equivalent office) in the implementation of the appraisal process.

Reviews section maps, plats, surveys, sketches, aerial photographs, and various other documents of a technical and/or legal nature.

Assists in the appraisal of specialized types of property. Visits commercial establishments or other businesses to evaluate equipment and inventory.

If part of their responsibilities, estimates allowances for physical deterioration and functional and economic obsolescence.

Contacts property or land owners and obtains information for use in evaluating the improvements and/or land.

Advises property and land owners concerning methods and procedures used in estimating property values and mass appraisal techniques.

Compiles records necessary for real estate or personal property appraisals including building permits, blueprints, maps zoning classification, variances and deed restrictions.

If part of their responsibility, measures perimeter of structures. Draws sketches to scale. Computes land area and perimeter of structural improvements when necessary.

Reviews property records and other data for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities and compliance

(Property Analyst Specialist continued)

with zoning and related regulations.

Compiles recent sales data from local governmental records, title and abstract sources, newspaper reports and real estate listings. Verifies and adjusts data based on differences in physical, legal or economic factors in order to ascertain indications of market value (subject to supervisory review).

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge in theory and practice of the cost and market approaches to value. Knowledge of statutes and regulations governing the process of appraising for advalorem taxation purposes.

Ability to read, write, and interpret all types of legal descriptions, including metes and bounds, as well as the ability to locate property on county parcel maps. Ability to explain and discuss assessment information and procedures with members of the general public in a tactful and responsible manner. Ability to compute perimeters of structures and draw to scale. Ability to communicate effectively, both orally and in writing. Ability to make judgement calls on functional and economic obsolescence. Ability to review information, perform research and come to conclusions based on findings.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience as an Assessment Record Specialist II, or one (1) year experience as an Appraiser Trainee or two (2) years of specific real estate appraisal experience; or, collegiate level study in a field specifically related to real estate appraising may be substituted for experience on a year for year basis. Possession of a valid Florida Drivers License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Signed 3/01