

Position Open:

Commercial Field Appraiser I

Salary \$ 31,200 - \$ 38,925

Minimum Qualifications:

1. High School diploma or equivalent. Knowledge of real estate appraisal and/or commercial construction is preferred.
2. Familiarity with Charlotte County and ability to read maps for navigational purposes preferred.
3. Ability to read blueprints.
4. Ability to effectively communicate with others.
5. Mass and/or single property appraisal experience preferred.
6. Possession of Certified Florida Evaluator (CFE) designation preferred or the ability to successfully obtain within two years of hire date.
7. Must demonstrate excellent verbal and written communication and interpersonal skills.
8. Ability to interpret statistical measures accurately and efficiently.
9. Have experience in the use of software such as Apex, Outlook, MS Excel, and MS Word to compile, interpret, analyze and display data.
10. Familiarity with tools used in the field appraisal process such as but not limited to a tablet PC.
11. Must be able to work in the field and tolerate the extremes of weather conditions common to Southwest Florida.

General Duties:

1. Measure, draw and photograph improvements, record construction type, shape, condition, age and other relevant data and notes; classify improvements in accordance with current office standard reference manual and through Core Logic.
2. Develop knowledge of laws, regulations, and skills necessary for effective performance of duties.
3. Utilize digital imagery technology in partial fulfillment of the statutory requirements to inspect every property in assigned areas.
4. Process reviews assigned in work areas for timely completion of tax roll; including *but not limited to* permits, sales, owner request, and five-year reviews.
5. Insure timely completion of assigned work and the accuracy of data collection.

6. Conduct statistical analysis and review valuation techniques to accurately reflect cost, market and or income value of commercial real property within the County.
7. Maintain knowledge of professional appraisal practices and standards necessary for effective performance of the Property Appraiser's office.
8. Explain and defend appraisals to property owners and/or their agents, before the Value Adjustment Board, Special Magistrate, or in court.
9. Advise Director of Real Property of all matters affecting departmental operations coming to your attention.
10. Assist others, as needed, with their duties to ensure timely and accurate completion of tax roll.

Where to Apply:

Charlotte County Property Appraiser
18500 Murdock Circle, Room 328
Port Charlotte, FL 33948
Phone: (941) 743-1470
Fax: (941) 743-1499
Email to: ccpaadministration@charlottecountyfl.gov

Application Information: www.ccappraiser.com

Closing Date: Open until filled.