



**VOLUSIA COUNTY PROPERTY APPRAISER'S OFFICE (FL)**  
invites applications for the position of:

## **Commercial Property Analyst**

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<b>SALARY:</b>	\$28.69 - \$31.56 Hourly \$2,295.27 - \$2,524.80 Biweekly \$59,677.00 - \$65,644.70 Annually
<b>DEPARTMENT:</b>	Commercial
<b>OPENING DATE:</b>	12/27/22
<b>CLOSING DATE:</b>	Continuous
<b>MAJOR FUNCTIONS:</b>	

The Volusia County Property Appraiser is seeking a Commercial Property Analyst located in Deland, Florida. This position will be responsible for 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.)

- Perform appraisal duties (field or equivalent office) in the implementation of the appraisal process.
- Review section maps, plats, surveys, sketches, aerial photographs, and various other documents of a technical and/or legal nature.
- Assist in the appraisal of specialized types of property.
- Estimates allowances for physical deterioration and functional and economic obsolescence. Contact property or landowners and obtains information for use in evaluating the improvements and/or land.
- Advise property and landowners concerning methods and procedures used in estimating property values and mass appraisal techniques.
- Compile records necessary for real estate or personal property appraisals including building permits, blueprints, and maps, zoning classification, variances and deed restrictions.
- Measures perimeter of structures.
- Draw sketches to scale.
- Review property records and other data for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities and compliance with zoning and related regulations.
- Compile recent sales data from local governmental records, title and abstract sources, newspaper reports and real estate listings.
- Verify and adjusts data based on differences in physical, legal or economic factors in order to ascertain indications of market value (subject to supervisory review).
- Perform research of local and regional market data to obtain estimates of overall capitalization rates.

- Apply necessary mass income factors into the computer-assisted mass appraisal system (CAMA). Prepare Value Adjustment Board evidence packages to be presented in support of assessments at hearing.
- Review parcel splits and combinations within their assigned property types.
- Respond to emergency situations.
- Must adhere to Federal, State, County and Local ordinances.
- Perform other duties as assigned.

## **MINIMUM REQUIREMENTS:**

Bachelor's degree and two (2) years of advanced, specialized property assessment records experience in a Property Appraiser's office. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

- **The preferred candidate will be a state-certified general appraiser.**
- Must obtain a valid Florida driver's license within 30 days of hire and maintain thereafter.
- Must earn Certified Florida Evaluator (CFE) designation within 2-1/2 years of hire.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge in theory and practice of the income, cost and market approaches to value.
- Knowledge of statutes and regulations governing the process of appraising for ad valorem 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 judgment calls on functional and economic obsolescence.
- Ability to review information, perform research and come to conclusions based on findings.
- Ability to work under stressful conditions.
- Ability to interact effectively with others.
- Must be able to relocate to other county locations based upon operational needs.

**SPECIAL WORKING CONDITIONS:** All employees of the Volusia County Property Appraisers office may be called upon to assist in a declared emergency situation (i.e. Hurricane, Tornado, Fire and etc.).

### **ADA REQUIREMENTS:**

**Mental Demands:** Ability to read and comprehend technical and professional journals, instructions, legal descriptions, maps, financial reports, schematics, memos and other correspondence. Ability to complete general mathematical functions. Ability to write reports, summaries, financial reports, memos and other correspondence. Ability to relay information to others.

**Physical Demands:** Ability to lift, carry, push and/or pull 10 pounds. Ability to talk, see, and hear. Visual acuity (e.g. depth perception, color acuity) necessary to operate a motorized vehicle and review maps/parcels. Ability to grasp; finger dexterity.

**Environmental Demand:** Primarily inside work.

*Volusia County Property Appraiser is a drug-free workplace and an Equal Opportunity Employer committed to a diverse workforce. We value our service veterans and support the hiring of returning service members and military spouses.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://vcpa.vcgov.org>

Position #23-00008  
COMMERCIAL PROPERTY ANALYST  
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123 West Indiana Avenue  
Room 102  
DeLand, FL 32720  
386-822-5717 X12048

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### **Commercial Property Analyst Supplemental Questionnaire**

- \* 1. NOTE: Your response to the following supplemental questions must match the information in the work experience section of your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration. I have read and understand the above statement.  
 Yes    No
  
- \* 2. If you answered yes to the previous question, please indicate the following: (1) the number of years, (2) position title (3) brief description of your experience and (4) the name of the agency/organization(s). If you answered None, please indicate N/A.
  
- \* 3. Do you possess a current Florida Driver's License?  
 Yes    No
  
- \* 4. If you answered "No" to the previous question, will you be able to obtain a Florida driver's license at the time of hire if selected for the position?  
 Yes  
 No  
 Not Applicable
  
- \* 5. Do you have at least two (2) years of advanced, specialized property assessment experience?  
 YES  
 NO
  
- \* 6. Please describe your commercial real estate experience. If you do not have any experience, indicate N/A.
  
- \* Required Question