

# OKEECHOBEE COUNTY



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## FIELD APPRAISER I

**OBJECTIVE:** This position is responsible for gathering and analyzing building and construction information on all residential property within Okeechobee County. This position requires strong organizational skills, multi-tasking skills and clerical skills. This professional works in the field to prepare appraisals, measurement calculations of square footage, analysis of comparable property sales values and providing demographic information for each property.

### Employment Information

- Full Time along with paid holidays
- Full health insurance.
- FRS retirement.

### Application Information

- Provide any applicable certifications, licenses, and or work experience that may apply.

### Education / Experience Requirements

Graduation from an accredited high school or possession of an acceptable equivalent diploma. Course work in real estate sales or appraisal is preferred.

Prior experience in construction, real estate sales or appraisal is preferred.

*Equivalent combinations of education and experience may be considered.*

### Job Duties and Essential Functions

The Job Duties illustrated are intended only as examples of the types of work performed by incumbents assigned to the classification. Omission of specific duties does not exclude them from a position *if the duties are similar, related or are a logical assignment of the position.*

- Compile and review records necessary for building and land appraisals including building permits, blueprints, maps, zoning classifications, legislative resolutions, special permits and folios
- Measure perimeter of structure; photograph improvements and amenities; draw sketches to scale; compute area and perimeter of structural improvements. Commit sketches, field data, changes and corrections to CAMA system as authorized
- Utilize site inspections, imaging technology and parcel maps to identify, verify and update relevant data such as structural features and characteristics
- Contact property and land owners as necessary to obtain information to accurately update property data
- Provide service to property owners relative to methods and procedures used in determining value. Answer questions and investigate complaints by owners or representatives of outside agencies relative to property values and appraisal techniques
- Perform other related work as assigned

### **Knowledge / Abilities / Skills**

Field Appraisers are expected to acquire knowledge and demonstrate skills reflected below within first six months of employment.

- Ability to demonstrate, with a reasonable degree of independence under normal supervision, sound judgment relative to residential projects of basic or simple complexity
- Ability to define problems, collect data and establish facts but requires supervisory input to draw valid conclusions and recommended actions
- Knowledge of real estate appraisal methods and techniques including types of building construction
- Knowledge of statutes and ordinances governing appraisal of real property
- Knowledge of general land values and land use characteristics in the County
- Knowledge of legal descriptions, metes and bounds and related means of locating property from County maps
- Ability to perform rapid and accurate mathematical calculations
- Ability to answer questions tactfully and provide information to the public
- Ability to price, grade and classify properties
- Skilled in operating a desktop computer and/or tablet and related software applications.

### **Licenses / Certificates / Registrations**

- Valid Florida Driver's License
- Must obtain Certified Florida Evaluator designation within three years of hire date. Certification process is paid for by the Okeechobee County Property Appraiser's Office.

### **Physical Requirements**

- Primary functions for this position are performed both in an indoor office environment as well as outdoors with frequent travel to off-site locations. Most work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.
- Walk long distances in all types of varying South Florida weather when inspecting property.