

REAL ESTATE EVALUATOR 2

Minimum Qualifications:

Bachelor's degree in Business Administration, Real Estate, Accounting, Finance or related field; or a high school diploma or GED and one year of experience as a Real Estate Evaluator 1 with Miami-Dade County; or a high school diploma or GED and a Florida Certified Residential Appraiser License.

Nature of Work:

This is advanced specialized technical work with some supervisory responsibility in the appraisal of all types of property for Ad Valorem taxation. Employees in this class are responsible for applying cost, market and income approaches to complex appraisal problems to estimate the value of various kinds of Real Estate for purposes of Ad Valorem taxation. Duties include compiling necessary records, inspecting property, analyzing sales data, explaining assessment criteria to property owners and calculating real estate values using appropriate data. Additional responsibilities include reviewing the work of subordinate evaluators and conducting appraisals of large structures used for various purposes. Responsibility differs from that of the next lower class in that more difficult appraisals are independently performed and incumbents have some supervisory responsibility. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing tax assessment. Supervision is exercised over subordinate evaluators through a review of daily work. Supervision is received from an administrative and technical superior who reviews work for the effective application of appraisal methods and techniques to complex appraisal problems.

Illustrative Tasks:

Review daily work with subordinate evaluators, checks accuracy of computations and examines data collected in the field. Conducts appraisals of large hotels, office buildings, industrial plants, and similar structures by determining architectural characteristics, size, age of building, mechanical equipment provided, design, type and cost of materials, electrical and plumbing features, depreciation and replacement. Compiles all records necessary for field appraisals including zoning classification, legislative resolutions, variances, deed restrictions, special permits and folios. Inspects properties for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities, compliance with zoning, and other regulations. Analyzes the allocation of sale prices between real estate and personal property. Derives land and building rates to appropriately reflect market value. Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing. Explains assessment criteria to property owners and answers questions relative to property values and appraisal techniques prescribed by State Statutes. Draws building outline to scale on property card, indicating fractional value percentage for prescribed structural variations; applies construction material costs from standard data; computes cost and square footage proration using predetermined information; computes assessment. Prepares reports on property sales, values, and economic trends

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affecting assessments. Prepares for and attends Property Appraisal Adjustment Board hearings to explain techniques and criteria used in estimating value. Performs various duties related to completion of the annual tax roll. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of real estate appraisal methods and techniques. Considerable knowledge of the statutes and ordinances governing tax assessment of real property. Knowledge of general land values and land use characteristics of the Dade County Metropolitan area. Knowledge of the general methods, products, and workmanship typically used in residential and commercial construction. Knowledge of legal descriptions, metes and bounds, and related means of locating property in an atlas. Some knowledge of supervisory principles and practices. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to understand the relations between real estate and personal property. Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation. Ability to determine the accessibility and value of leasehold improvements. Ability to make rapid and accurate mathematical calculations. Ability to perform simple drafting tasks with clarity. Ability to tactfully answers questions and provide information to the public. Ability to perform simple drafting tasks with clarity. Ability to perform assignments in the field with a minimum of supervision in all types of neighborhoods.