



JOB NOTICE

POSITION: Commercial Appraiser I

LOCATION: East Pasco Government Center
14236 6th St. Suite 101
Dade City, FL 33523

RESPOND TO: Sarah Etheridge – Human Resources
Please send resume and application by fax to (727) 815-7139 or scan/email to PAHR@pscopa.com

CLOSING DATE: Open until filled

Position Type: Full-Time

Salary: \$16/hr

Job Summary:

The Commercial Appraiser I values commercial property for tax assessment purposes using mass appraisal techniques as provided by the Florida Administrative Code and relevant statutes.

Responsibilities:

- Collect and Compile data necessary to assist annually in re-valuing all commercial real estate properties including but not limited to:
 - Updating Cost and Depreciation Tables
 - Updating Income Tables for the numerous classes of commercial property including rent schedules, vacancy rates, expense rates and CAP rate tables
 - Update Direct Sales Comparison tables. Research deeds and mortgages for sales that have occurred on commercial properties. Determine if a sale fits the definition of Market Value, and if not, apply the proper DOR Real Property Transfer Qualification Code that corresponds to the reason for disqualifying the sale
 - Assist in receiving and recording Income and Expense returns; entering the data that property owners may return to us annually
- Able to Identify and Classify in a reasonable amount of time, the logical groupings of properties by DOR class codes or by Pasco County Property Appraiser's location codes and become familiar with the entire county's commercial areas so the Appraiser can know what and where a property is when talking to the public by phone or in person
- Assist the Appraisal Department in preparing and compiling supporting documents to defend any value challenge such as the Value Adjustment Board hearings.



Requirements:

- Preferred 2 years' experience in real residential property ad-valorem assessment
- Proficient in using Microsoft Office and Excel
- Working knowledge of MS SQL and CAMA system a plus
- Strong mathematical, analytical and research skills
- Excellent writing and communication skills
- Ability to deal courteously and timely with any taxpayer or taxpayer representative
- Able to accurately key live data to appraisal records

Education:

- High School Diploma

*The above is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.