



## **JOB NOTICE**

**POSITION:** Residential Appraiser

**LOCATION:** East Pasco Government Center  
14236 6<sup>th</sup> 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@pascopa.com](mailto:PAHR@pascopa.com)

**CLOSING DATE:** Open until filled

**Position Type:** Full-Time

**Salary:** \$16/hr

### **Job Summary:**

The Residential Appraiser values residential real property for tax assessment purposes using mass appraisal techniques as provided by the Florida Administrative Code and relevant statutes.

### **Responsibilities:**

- Analyze field and sales data
- Complete onsite visits to inspect property
- Analyze all variables that impact a property's value
- Understand and utilize the CAMA (Computer Assisted Mass Appraisal) system
- Keep current with all assessment related laws, standards and best practices
- Annually develop assessments in a team oriented environment for all residential real property including single-family residences, townhomes, villas, mobile homes, condominiums and vacant land
- Complete miscellaneous assignments/projects as needed, including but not limited to adding new subdivisions to tax roll, assessing sinkhole properties and Chinese drywall properties and valuing split, combine or prorated parcels
- Provide prompt, courteous and knowledgeable customer service via phone, email mail and walk-ins
- Prepare and present assessment report for Value Adjustment Board petition hearings
- 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.