



JOB NOTICE

POSITION: Residential Appraiser

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 setheridge@pascopa.com

CLOSING DATE: Open until filled

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



Requirements:

- 2 years' experience in real residential property ad-valorem assessment
- Working knowledge of CAMA system, MS Office and MS SQL
- Familiarity with all current industry's regulations, rules and standards
- Strong mathematical, analytical and research skills
- Excellent writing and communication skills
- Ability to work in a goal oriented team environment

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.

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO HONORABLY DISCHARGED
VETERANS AND ELIGIBLE SPOUSES.