

COMMERCIAL APPRAISER III

General Description:

Under the supervision of the Senior Commercial Appraiser and Real Property Director, this position is responsible for the valuation of assigned commercial, industrial, and multi-family properties for ad valorem property tax purposes. An appraiser in this position will be required to participate in the research, collection, and analysis of available market data relating to the appraisal of assigned properties. An appraiser in this position will be required to consult with property owners and/or their agents to resolve complicated appraisal and administrative issues, explain assessment procedures, answer questions regarding property values, appraisal techniques, and statutory requirements. An appraiser in this position will also be required to explain and defend complicated appraisals to a Special Magistrate appointed by the Value Adjustment Board, or in legal proceedings.

General Duties:

- Participate in the research and collection of income and expense data, market-derived capitalization rate and gross rent multiplier data, cost data, comparable sales data, and other market data relating to the appraisal of commercial, industrial, and multi-family properties. Work closely with business/property owners, realtors, builders, developers, and other market participants.
- With minimal supervision, maintain accurate property record files utilizing a Computer Assisted Mass Appraisal (CAMA) system and other software applications. Process cuts, consolidations, zoning changes, and other tasks assigned while understanding how complicated property changes affect a property's assessed and capped values.
- Research, review, and verify vacant or improved sales. Review deeds, listings, sale surveys, and other documents to determine if sales should be qualified. Determine and apply appropriate sale qualification codes in all property transfer scenarios with minimal supervision.
- Conduct site inspections or complete desktop reviews, as necessary, to measure, photograph, evaluate condition of improvements, and assemble necessary records for various property types with minimal supervision.
- Develop, maintain, and apply knowledge of professional appraisal practices, standards, and laws necessary for effective performance of the Property Appraiser's office.
- With minimal supervision, analyze, appraise, and review commercial or multi-family real property assignments using standard appraisal practices and procedures. This includes an experienced understanding and application of the income, cost, and sales comparison approaches to value for most property types and complicated property types.
- Consult in person and by telephone with property owners and/or their agents to resolve complicated appraisal and administrative issues, explain assessment procedures, answer questions regarding property values, appraisal techniques, and statutory requirements.
- Explain, prepare evidence packages, and defend complicated appraisals to property owners and/or their agents, before the Value Adjustment Board, Special Magistrate, or in legal proceedings.
- Make recommendations for value changes or tax roll corrections as necessary.
- Maintain confidentiality of personal identifying and financial information as required by law.
- Establish effective working relationships with co-workers and act professionally and courteously when dealing with the public or the staff of other agencies.
- Adhere to the Charlotte County Property Appraiser's Deputy Manual of Personnel Policies.
- Assist with the training of new personnel in a non-supervisory capacity.

- Assist others, as needed, with their duties to ensure timely and accurate completion of tax roll.
- Advise Senior Commercial Appraiser of all matters affecting departmental operations coming to your attention.
- Provides support to others in fulfilling their responsibilities as needed.
- Performs other detail intensive work-related intricacies as required.

Environmental Conditions:

- Functions for this position are primarily performed in an indoor, climate-controlled environment.
- Infrequent periods of driving a county vehicle, exposure to environmental changes (e.g., outdoor weather and/or field conditions), standing, walking, bending, and/or working on irregular surfaces.
- The employee may occasionally be required to lift up to 25 pounds.
- This position requires occasional attendance at weekend or evening meetings and conferences.

Minimum Qualifications:

- High school diploma or equivalent. Additional degrees (Associate's or Bachelor's) from an accredited college or university with a focus in Business Administration, Real Estate, Finance, Accounting, or Economics are preferred.
- Possession of a valid Florida driver's license with acceptable driving record.
- State Certification or professional designation bestowed by a recognized appraisal organization is strongly preferred. Certified Florida Evaluator (CFE) designation is required but can be obtained within two (2) years of employment if applicant has a State Certification or other designation.
- Minimum of five (5) years of varied technical single/mass appraisal experience. Varying combinations of education and experience can satisfy minimum requirements.
- Competent in the use of computers, databases, word processing, spreadsheets, and sketch programs. Ability to use Microsoft Office programs (Outlook, Word, Excel, Teams) to compile, analyze, interpret, and display data.
- Must be able to develop and utilize the cost, sales comparison, and income approaches to estimate the market value of commercial and/or multi-family real estate for most properties and most complicated property types.
- Effective in verbal and written communication and interpersonal skills.

Benefits:

- **HEALTH INSURANCE**
Group medical coverage includes physician services, hospitalization, prescription drugs, maternity, and mental health benefits. Dependent coverage is available if employees wish to cover a spouse and/or child(ren). Premiums may be paid on a pre-tax basis.
- **DENTAL INSURANCE**
Coverage for preventative and diagnostic care such as exams, cleanings and x-rays is at 100%. Restorative care such as fillings, extractions, root canals and oral surgery are covered after a deductible and co-insurance limits have been satisfied. Major services such as crowns, dentures and bridges are covered after a deductible and co-insurance have been satisfied. Orthodontic coverage is also available for children under age 19.

- **VISION COVERAGE**
Coverage includes eye examination and lenses in network, paid at 100% after a \$10 copay. Exams and lenses are available every 12 months; frames are available every 24 months.
- **LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D):**
Term life insurance and AD&D coverage equal to two times annual salary, not to exceed \$50,000. Premium is at no cost to employees.
- **LONG TERM DISABILITY (LTD)**
An optional benefit available at the employee's expense. LTD provides coverage after an employee is unable to work for 6 months. The benefit is 60% of monthly salary up to age 65, or according to the age schedule if over 65 at the time of the disability.
- **SHORT TERM DISABILITY (STD)**
An optional benefit available at the employee's expense. STD Provides replacement of wages when an employee is unable to work due to a non occupational injury/illness. The benefit is 60% of weekly salary after the employee has been unable to work for 30 days.
- **FLEXIBLE SPENDING ACCOUNTS**
Medical and dependent care accounts are available on a pre-tax basis for payment of qualified out-of-pocket medical or daycare expenses.
- **OTHER OPTIONAL PLANS**
During Open Enrollment, optional plans are available at the employee's expense. These include cancer policies, accident policies and optional life insurance for employee, spouse and child(ren).
- The County also offers retirement plans and other Special discount offers not listed here.

Salary:

\$49,000 to \$69,539

Where to Apply:

Send Resume and [application](#) to: CCPAAdministration@charlottecountyfl.gov, or mail to:
Charlotte County Property Appraiser
Attn: Administration
18500 Murdock Circle, Room 328
Port Charlotte, Florida 33948-1076

Closing Date:

Open until position filled.