

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

AUTOMATED VALUATION MODELER

Department: AVM
Reports to: AVM Manager

FLSA Class: Non-exempt

POSITION OBJECTIVE & SUMMARY

Under general supervision, performs a wide range of activities in relationship to the automated valuation modeling program. Identifies and reports pertinent information of value.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Develops, tests, implements and verifies mass appraisal models for vacant land, residential properties, condominium complexes and commercial properties of moderate to difficult complexity; models primarily using additive and multiplicative (log linear) multiple regression techniques using the sales approach to value.
- Analyzes real estate market trends for the impact on market areas or neighborhoods; produces and analyses summary statistics reports; analyzes data for quality control.
- Advises manager of new developments in the field that could affect the validity of models.
- Interacts with all internal departments to optimize the AVM program.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of appraisal techniques and procedures affecting real property assessments.
- Knowledge of information technology processes.
- Skill in performing college-level mathematical calculations.
- Skill in analyzing appraisal data and making accurate mass appraisal decisions in a timely manner.
- Ability to use analytical and critical thinking skills.
- Ability to establish and maintain professional working relationships and share findings with managers and colleagues.
- Ability to proficiently use a statistical software package and/or a geographic information system (GIS).
- Ability to transform data via standardization, cleaning, data repair, and de-duping for use in Automated Valuation Modeling.
- Ability to communicate effectively and professionally, verbally and in writing, with management and colleagues.

EDUCATION / EXPERIENCE / LICENSING

Graduation with a two (2) year degree from an accredited college or university with major coursework in mathematics, real estate or other relevant field of study; or four (4) year college degree with at least 15 credits in real estate, statistics, mathematics or a combination of these subjects; or three (3) years' experience in real estate, construction management, geographic information systems (GIS) analysis, statistical analysis, economic analysis, or work in an assessor's office; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting and some standing, bending, stooping, squatting, and/or reaching. Specific vision abilities required by this job include attention to a computer monitor for approximately 95% of the work day. The employee may occasionally be required to up to 25 pounds.

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OTHER DUTIES

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

Date: October 1, 2014