

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

RESIDENTIAL ASSESSMENT ANALYST

Department: Assessment

FLSA Class: Non-exempt

Reports to: Assessment Analysis Manager

POSITION OBJECTIVE & SUMMARY

Performs valuation analyses of residential property based on generally accepted appraisal practices and Florida Statutes.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Applies, reviews, researches, and analyzes the sales comparison, cost and income approaches to real property appraisal.
- Reviews, evaluates and establishes residential and condominium property values in the county.
- Reviews, researches, analyzes, audits and maintains residential and condominium data in the office CAMA system.
- Reviews, researches and analyzes sales and sales coding.
- Analyzes the values established by models to ensure they meet acceptable appraisal standards, and compliance with DOR requirements.
- Reviews, researches, and processes assessment value petitions.
- Prepares and presents defense of residential values at value adjustment board (VAB) hearings and litigation.
- Reviews, researches, analyzes, and processes appropriate changes to the tax roll.
- Reviews, researches and analyzes the value impact of physical and legal property characteristics changes.
- Communicates effectively and professionally, verbally and in writing, the fundamentals and methodology of real property valuation, according to accepted appraisal techniques consistent with Florida statutes.
- Assists in answering general taxpayer calls providing effective resolution to inquiries and issues.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of real property appraisal methods of the sales comparison, cost, and income approaches to value.
- Knowledge of recorded documents and how they relate to listing, describing and valuing condominiums.
- Knowledge of the assessment calendar including key dates that affect office deadlines and processes.
- Knowledge of Florida statutes and Florida DOR regulations and requirements as they relate to property valuation and assessment guidelines.
- Knowledge of and experience using CAMA systems, ESRI's ArcGIS Online and/or Pro, and Power BI dashboards required.
- Skill in the use of Microsoft Office applications (Word, Excel & Outlook) and Adobe Acrobat.
- Ability to perform and review mathematical and statistical calculations.
- Ability to analyze and apply critical thinking skills to draw reasonable valuation conclusions.
- Ability to prepare and present detailed records, reports and correspondence.
- Ability to effectively communicate and present information, verbally or in writing, to managers, colleagues, outside professional representatives, special magistrates, and the public.
- Ability to establish and maintain professional working relationships with colleagues, the public, and members of the professional community.

EDUCATION / EXPERIENCE / LICENSING

Graduation from high school or GED equivalent. Two (2) years' experience in the field of appraisal; or applicable training and experience, which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" Florida driver's license required.

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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 75% of the workday. Periodic exposure to outdoor environmental conditions, and driving a county vehicle while performing field work. The employee may occasionally be required to lift up to 25 pounds.

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: January 1, 2025

Pay Range: \$46,800 - \$74,760 CWE