

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

LAND SPECIALIST

Department: Assessment

FLSA Class: Non-Exempt

POSITION OBJECTIVE & SUMMARY

The Land Specialist works within a structured framework to assist with all phases and processes leading to the successful mass appraisal of land within Lee County. The Land Specialist works with a Senior Land Specialist to ensure that professional standards and practices are used to set fair market values for land assessments within the County.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Participates in the accurate, equitable and timely assessment of all land within Lee County.
- Collects data, reviews data, completes analysis and draws conclusions based upon that data in the process of valuing land.
- Produces charts, reports and data to support research and conclusions of value.
- Works with various staff in the production and review of mass appraisal models for land valuation.
- Works closely and receives direction from a Senior Land Specialist in the performance of land valuation duties.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Florida Statutes and the Department of Revenue Administrative Code with respect to the assessment of real property helpful.
- Demonstrated knowledge of the concepts and principles of mass appraisal of land is required.
- Knowledge of appraisal techniques and procedures affecting real property assessments required.
- Knowledge and experience with statistical modeling is required.
- Skill in the use of Microsoft Office applications (Word, Excel, Outlook, Teams, etc.).
- Ability to conduct detailed data research, analysis and review required.
- Ability to effectively communicate, verbally and in writing, and establish and maintain effective relationships with managers, colleagues, outside professional representatives, and the public.

EDUCATION / EXPERIENCE / LICENSING

Graduation from a four (4) year accredited college or university with major coursework in appraisal, business, finance, real estate, statistics or related field; two (2) or more years' experience in business administration, property appraisal, real estate or related field; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Government appraisal or assessment office experience preferred. MAI (Appraisal Institute) or IAAO (International Association of Assessing Officers) designation preferred. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" driver's license required.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting with 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 work day. The employee may occasionally be required to lift up to 50 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: August 16, 2021