



## POSITION DESCRIPTION

### DEPUTY APPRAISER I (TPP)

**Department:** Commercial  
**Division:** Tangible Personal Property  
**Base Salary:** \$53,805 annually  
 \*Base salary is subject to adjustments based upon candidate’s qualifications and experience  
 \*Option to work 4- or 5-day work week

#### SUMMARY

Appraise a full range of commercial tangible personal property for tax assessment purposes. Responsible for the discovery, listing, evaluation and processing of all data as it relates to tangible personal property. Work involves: verification of assets and ownership of commercial tangible property; recognition and classification of taxable items; contacting business representatives; and performing calculations to determine value of assets. Performs field inspections and data collection. Responds to inquiries from the public. **\*\*The following duties are not to be construed as exclusive or all-inclusive; other duties may be required or assigned as necessary.**

#### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Identify all businesses within the taxing jurisdiction using all available sources, including but not limited to: real property appraisal reports and property record cards; state, county and city business licenses and sales tax accounts, telephone directories; news media and physical canvass
- Compile and maintain an accurate listing of all businesses within the taxing jurisdiction
- Ensure each business is provided a Business Personal Property return
- Calculate the market value of personal property using the three approaches to value: cost, sales comparison and income
- Responsible for processing simple Tangible Personal Property Returns
- Performs audits and physical inspections of all businesses
- Perform review audits on returns filed each year
- Assist in the performance of physical inspections, detailed desk and detailed on-site audits of small and medium sized businesses
- Assist in the performance of on-site physical inspections of the assets located at each business
- Compare listing of assets as reported by the taxpayer on their Personal Property Return with assets as observed during inspections
- Gather necessary information to accurately list all observed assets
- Make appropriate adjustments to ensure all assets are correctly assessed
- Adhere to principles and practices of customer service; Occupational hazards and safety precautions related to visiting property sites
- May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. Contingencies such as these may require after hours or weekend duty
- Performs related work as required

#### ILLUSTRATIVE TASKS

- Answering and responding to telephone calls and email inquiries.
- Accurate data entry and processing of relevant account information.
- Review, research, analyze and process tax roll corrections, within authority limits.
- Performing accurate mathematical calculations: addition, subtraction, multiplication, division and percentages.
- Explain assessment criteria to property owners and/or their agents. Answer questions related to property values, appraisal techniques and statutory provisions, regarding TPP values.
- Perform routine clerical tasks.

**KNOWLEDGE, ABILITIES AND SKILLS**

- General knowledge and understanding of appraisal principles, practices and procedures of TPP assessment.
- Ability to review financial records, reports and returns related to TPP.
- Knowledge of the various types of fixtures, furnishing and equipment typically used in commercial establishments.
- Knowledge of the general operating characteristics of the various types of commercial establishments.
- Proficiency with standard office equipment. Should be familiar with and able to utilize personal computer, tablet and standard office software.
- Ability to follow direction, make independent decisions, solve problems, and meet production deadlines.
- Must possess organizational skills; be self-motivated; capable of working independently with minimum supervision; make accurate mathematical calculations; submit concise records on field inspections; must be able to work in the field and tolerate the extremes of weather conditions common to South Florida.
- Must be capable of communicating effectively both verbally and in writing and possess the personality and temperament necessary for working under stress in dealing with the public to provide outstanding customer service.

**PHYSICAL DEMANDS**

The work is performed in an office setting with.....

**MINIMUM QUALIFICATIONS**

- Must possess a high school diploma or the equivalent; Associate or Bachelor degree preferred.
- One year of experience in accounting, real estate, appraisal or a related field is preferred; or an equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies.
- Must possess a valid Class E driver’s license, current BCPA approved automobile insurance, and an automobile that is available to perform work duties.

**GENERAL INFORMATION**

Office Policies and Expectations / BCPA Employee Handbook

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

FLSA Status: Non-exempt

Works under the supervision of: Supervisor, Manager and Director; Chief of Staff and Property Appraiser

**CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUTY, AND WORKING CONDITIONS OF THE POSITION**

**TITLE: Deputy Appraiser I – Tangible Personal Property DEPARTMENT: Commercial**

<b>1.</b>		<b>The physical activity of this position. (Please check all blocks that apply)</b>
( X )	A.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
( X )	B.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
( X )	C.	Crouching. Bending the body downward and forward by bending leg and spine.
( X )	D.	Crawling. Moving about on hands and knees or hands and feet.
( X )	E.	Reaching. Extending hand(s) and arm(s) in any direction.

<input checked="" type="checkbox"/>	F.	Standing. Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	G.	Walking. Moving about on foot to accomplish tasks, particularly moving from one area to another.
<input checked="" type="checkbox"/>	H.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	I.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	J.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input checked="" type="checkbox"/>	K.	Grasping. Applying pressure to an object with the fingers and palm.
<input checked="" type="checkbox"/>	L.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input checked="" type="checkbox"/>	M.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<input checked="" type="checkbox"/>	N.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
<b>2.</b>		<b>The physical requirements of this position. (Please check only one block)</b>
<input type="checkbox"/>	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input type="checkbox"/>	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<b>3.</b>		<b>The visual acuity requirements including color, depth perception, and field vision. (Please check all that apply)</b>
<input checked="" type="checkbox"/>	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; using measurement devices.
<input checked="" type="checkbox"/>	B.	The worker is required to have visual acuity to operate motor vehicles.
<input checked="" type="checkbox"/>	C.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures (i.e., property inspection, etc.)
<b>4.</b>		<b>The conditions the worker will be subject to in this position. (Please check all blocks that apply)</b>
<input checked="" type="checkbox"/>	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input checked="" type="checkbox"/>	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	D.	The worker is subject to extreme heat. Temperatures above 90 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input checked="" type="checkbox"/>	E.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input checked="" type="checkbox"/>	F.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

( )	G.	The worker is frequently in close quarters, crawl spaces, small enclosed rooms, and other areas that could cause claustrophobia.
( )	H.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)