

INCOME EVALUATION SPECIALIST

Minimum Qualifications:

Bachelor's degree in Public Administration, Business Administration, Real Estate, Finance, Economics, or Accounting; or completion of 60 semester credits, Certified Florida Evaluator certification or equivalent, and two years of experience in real estate appraisal; or high school diploma or GED, Certified Florida Evaluator certification or equivalent, and two years of experience in mass appraisal in residential, industrial, commercial or personal property is required.

Nature of Work:

This is advanced specialized technical work in planning and conducting specialty income assessments and programs. Employees in this class are responsible for mass appraisal work in technical income assessment specialties involving all phases of real estate and personal property assessments. Responsibilities include establishing and applying appropriate capitalization rates, analyzing market data for rents and operating expenses used to develop assessments for income-producing properties, and recommending market value assessments for multi-million dollar properties. Work is performed in accordance with generally accepted appraisal methods and techniques, departmental procedures and legal requirements governing assessment, and incumbents exercise considerable independent judgment in recommending market value assessments for high value properties. Supervision is received from a professional superior who reviews work for the effective application of technical appraisal methods to complex income assessment specialties.

Illustrative Tasks:

Establishes and applies appropriate capitalization rates that are prepared annually, based on local economic trends, property types, location, and other physical factors affecting value. Compiles information on local economic trends, property types, location, and other financial factors affecting value. Analyzes market data for rents and operating expenses to be used in the development of assessments for income-producing properties in accordance with statutes that provide that income from commercial property must be considered as one of the criteria for just value assessments. Develops recommendations for market value assessments for multi-million dollar properties such as hotels, shopping centers, and office towers. Analyzes special-type market transactions necessitating investigation as to grantor-grantee relationship and type of financing. Prepares for and attends Property Adjustment Board hearings to explain techniques and criteria used in estimating all three approaches to value. Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of real estate appraisal methods and techniques. Considerable knowledge of the Statutes and Ordinances governing tax assessment and real property. Considerable knowledge of balance sheets, operating statements, tax returns, present worth concepts, and discounted cash flows. Knowledge of the principles of accounting. Knowledge of general land values and land use characteristics of the Dade County Metropolitan area.

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Knowledge of public relations principles and techniques. Ability to develop effective recommendations for assessments of income-producing property. Ability to make income projections based on market trends. Ability to use various approaches to estimate the value of real estate for Ad Valorem taxation. Ability to analyze a variety of market data for rents and operating expenses to use in the development of recommendations for assessments. Ability to answer questions tactfully and provide information to the public. Ability to understand and analyze a variety of financial statements, reports and schedules.