

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## QUALITY CONTROL AUDITOR & FIELD TRAINER

**Department:** Field Services  
**Reports to:** Field Services Manager

**FLSA Class:** Non-exempt

### POSITION OBJECTIVE & SUMMARY

Provides initial and ongoing training to field analysts to establish and maintain a high level of quality and consistency in practices utilized, and activities performed, by the field staff.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Performs quality control reviews of previously inspected parcels and reports findings to the individual field analyst, team leader and manager; follow up with additional training if needed.
- Provides manager monthly reports on observed error rates along with oral and/or written comments on how to correct unsatisfactory error rates based on established standards (IAAO, etc.).
- Develops and implements entry level and ongoing training programs consisting of in-house and fieldwork instruction.
- Trains members of the field staff in the use of applicable hardware and software applications, and fieldwork processes.
- Schedules group training sessions on reviewing code and quality ratings, extra feature codes, structural element codes, etc.
- Assists in the development of building base rates for residential, commercial, industrial and institutional buildings and extra features.
- Research information needed from various sources to confirm rates for extra features and improvement codes.
- Develops standard operating procedures for all activities described herein.
- Communicates effectively and professionally, verbally and in writing, with management, colleagues, property owners/managers/tenants and taxpayers.
- Develop and maintain a field manual for staff.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of county, state, and federal rules, regulations, policies, ordinances, and laws, as applicable.
- Knowledge of general appraisal principles and practices utilized in performing age-life calculations and estimating observed obsolescence.
- Knowledge and skillful usage of the terminology, concepts, principles, and practices of building components as they relate to the mass appraisal process.
- Skill in the use of Microsoft Office applications (Word, Excel & Outlook).
- Skill in the use of all hardware and software applications used by the residential, commercial, and field staff.
- Ability to plan, use good judgment, make independent decisions, regarding the review of each field person's work
- Ability to read and interpret building sketches.
- Ability to work with mathematical concepts such as fractions, percentages, ratios, and apply to practical situations.
- Ability to concentrate on detail and sequential work tasks, investigate problems and offer resolutions.
- Ability to communicate technical information effectively, verbally and in writing, providing effective instruction and guidance during training.
- Ability to establish and maintain professional working relationships with management, colleagues, and the general public.

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**EDUCATION / EXPERIENCE / LICENSING**

Graduation with a two (2) year degree from an accredited college or university with course work in construction, planning, engineering or related discipline; four (4) years' experience in quality control, management, engineering 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. A Florida Certified General Contractor's license and possession of a valid Class "E" Florida driver's license required. Attainment of Certified Florida Evaluation (CFE) designation required within two (2) years of hire.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

Exposure to outdoor environmental conditions while driving county vehicle and performing field work. Frequent standing, walking, bending, stooping, squatting, reaching, and/or working on irregular surfaces and/or heights. Auditory demands for the telephone and human interaction daily. Specific vision abilities include color perception and attention to computer/tablet screen at least 70% of workday. 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.

Pay Range: \$60,320 - \$90,480/annualized CWE