

**APPRAISER SPECIAL MAGISTRATE APPLICATION  
VALUE ADJUSTMENT BOARD, BROWARD COUNTY, FLORIDA**

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| Please complete, sign and return by 5:00 P.M. July 11, 2008 to: | <b>Value Adjustment Board, Room 120, Governmental Center,<br/>Ft. Lauderdale, FL 33301</b> |
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**Please type or print. If more space is needed, attach additional sheets. Incomplete applications will be returned.**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

**TELEPHONE NUMBERS:**

HOME \_\_\_\_\_ BUSINESS \_\_\_\_\_

CELL \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

The undersigned certifies, under penalty of disqualification from consideration, that each item contained in this application, or in any other document furnished by or on behalf of the applicant is true and complete as of the date it bears. The undersigned authorizes the value adjustment board to obtain information from other sources to verify each item contained herein. The undersigned acknowledges that if selected he/she will follow all requirements and mandates of law in fulfilling the duties of Special Magistrate to the Value Adjustment Board.

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|----------------------------|-------------|
| Applicant Signature: _____ | Date: _____ |
|----------------------------|-------------|

**Important:** A resume may be submitted along with the application but cannot be used in lieu of an application.

**NOTE:** Your selection as a Special Magistrate does not ensure that you will be scheduled to serve any particular number of days or hear any particular type or number of cases. The Board reserves the right to schedule Special Magistrates in its absolute discretion, which may result in some Special Magistrates serving more than others.

If you are selected you must commit to serving at least one to two full days per week as a Special Magistrate, beginning **October 2008** through completion of the **2008** Value Adjustment Board process?  YES  NO

Are you currently an elected or appointed official?  YES  NO

Are you currently an employee of Broward County?  YES  NO

Do you serve a municipality or governmental entity in any capacity?  YES  NO

If the answer is "YES" indicate the position(s) and date of termination, if any:

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\_\_\_\_\_

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**EXCERPTS FROM FLORIDA STATUTES AND OTHER APPLICABLE LAW  
(ALL APPLICANTS PLEASE READ)**

**F.S. 194.035(1)**

(1) In counties having a population of more than 75,000, the board shall appoint special magistrates for the purpose of taking testimony and making recommendations to the board, which recommendations the board may act upon without further hearing. These special magistrates may not be elected or appointed officials or employees of the county but shall be selected from a list of those qualified individuals who are willing to serve as special magistrates. Employees and elected or appointed officials of a taxing jurisdiction or of the state may not serve as special magistrates. The clerk of the board shall annually notify such individuals or their professional associations to make known to them that opportunities to serve as special magistrates exist. The Department of Revenue shall provide a list of qualified special magistrates to any county with a population of 75,000 or less. Subject to appropriation, the department shall reimburse counties with a population of 75,000 or less for payments made to special magistrates appointed for the purpose of taking testimony and making recommendations to the value adjustment board pursuant to this section. The department shall establish a reasonable range for payments per case to special magistrates based on such payments in other counties. Requests for reimbursement of payments outside this range shall be justified by the county. If the total of all

requests for reimbursement in any year exceeds the amount available pursuant to this section, payments to all counties shall be prorated accordingly. A special magistrate appointed to hear issues of exemptions and classifications shall be a member of The Florida Bar with no less than 5 years' experience in the area of ad valorem taxation. A special magistrate appointed to hear issues regarding the valuation of real estate shall be a state certified real estate appraiser with not less than 5 years' experience in real property valuation. A special magistrate appointed to hear issues regarding the valuation of tangible personal property shall be a designated member of a nationally recognized appraiser's organization with not less than 5 years' experience in tangible personal property valuation. A special magistrate need not be a resident of the county in which he or she serves. A special magistrate may not represent a person before the board in any tax year during which he or she has served that board as a special magistrate. The board shall appoint special magistrates from the list so compiled prior to convening of the board. The expense of hearings before magistrates and any compensation of special magistrates shall be borne three-fifths by the board of county commissioners and two-fifths by the school board.

**BROWARD COUNTY CODE CH. 26, ART. V Sec. 26-77. Restrictions upon appearance of former Broward County officials or former Broward County employees before the board of county commissioners.**

(a) Except as otherwise provided in this section, no elected or appointed official of Broward County or employee of Broward County, for a period of one (1) year after his or her county office, service or employment has ceased, shall personally represent another person or entity for compensation in connection with any

proceeding, application or request involving an appearance before the board of county commissioners on any matter where the official or employee participated personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise on the same or on a reasonably related matter.

**DEPT OF REV. RULE 12D-10.002 Appointment and Employment of Special Magistrates:**

Special magistrates appointed by the board act in place and stead of the board except to render final decision. The recommendation of a special magistrate to the board shall be in writing and contain the findings of fact and conclusions of law upon which the recommendation is based and shall conform to the provisions of paragraphs 12D-10.003(5)(a) and (b), F.A.C. Proceedings before the

special magistrates shall meet all basic requirements of a proceeding before the board, and the special magistrate's records and decisions shall be developed, preserved and maintained as described in subsection 12D-10.003(4), F.A.C. Specific Authority 195.027(1), 213.06(1) FS. Law Implemented 194.032, 194.034, 194.035, 213.05 FS. History—New 10-12-76, Formerly 12D-10.02.

**ADDITIONAL REQUIREMENTS FROM BROWARD COUNTY'S VALUE ADJUSTMENT BOARD:**

Special Magistrates must be a resident of Broward County or have their primary office located in Broward County. Appraiser Special Magistrates must devote at least 50% of their time to appraisal activities. Attorney Special

Magistrates must be members in good standing of the Florida Bar and demonstrably knowledgeable in the area of ad valorem taxation. Applicants must be computer literate.

Have you ever been disciplined by a professional or regulatory body? If so, please explain and provide a brief written summary:

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Have you ever been convicted of a crime? If so, please explain:

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Do you have any outstanding traffic tickets, unpaid child support payments, or are there other pending matters that might prove embarrassing or ultimately prevent you from serving as a Special Magistrate?  YES  NO  
Please explain:

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Are you aware of any potential conflicts of interest (i.e. any companies or persons whose cases you could not hear)?

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Have you ever been a party to any legal action against the Property Appraiser or Broward County?

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**EDUCATION AND EXPERIENCE**

|                            | School Name/Location                                 | Year Graduated | Major/Minor | Certificate/Degree |
|----------------------------|--|----------------|-------------|--------------------|
| High School                |  |                |             |                    |
| College                    |  |                |             |                    |
| Professional/<br>Technical |  |                |             |                    |
| Computer Experience        | List and Describe<br>Attach separate sheet if needed |                |             |                    |

Are you a professional appraiser?  YES  NO

Are you a state certified real estate appraiser? [ ] YES [ ] NO

Professional memberships and designations: Check all that apply and fill in the blanks.

**Please submit supporting documentation; applications will not be considered until verification is received.**

**Appraisal Institute – Merger of MAI and SREA**

|                      |                           |  |
|----------------------|---------------------------|--|
|                      | Senior Member Designation |  |
|                      | Other Designation:        |  |
| Date of Designation: |                           |  |

**American Society of Appraisers**

|                      |                           |  |
|----------------------|---------------------------|--|
|                      | Senior Member Designation |  |
|                      | Fellow Designation        |  |
|                      | Other Designation:        |  |
| Date of Designation: |                           |  |

**The National Society of Fee Appraisers**

|                      |                    |  |
|----------------------|--------------------|--|
|                      | SFA Designation    |  |
|                      | NFA Designation    |  |
|                      | Other Designation: |  |
| Date of Designation: |                    |  |

**National Association of Independent Fee Appraisers**

|                      |                    |  |
|----------------------|--------------------|--|
|                      | FSA Designation    |  |
|                      | FAC Designation    |  |
|                      | Other Designation: |  |
| Date of Designation: |                    |  |

**National Society of Real Estate Appraisers**

|                      |                    |  |
|----------------------|--------------------|--|
|                      | Senior Member      |  |
|                      | Other Designation: |  |
| Date of Designation: |                    |  |
|                      | Other:             |  |
|                      | Designation:       |  |
| Date of Designation: |                    |  |

List professional and technical **appraisal** courses that were satisfactorily completed:



If applicable, explain why you no longer serve as a Special Magistrate in the above counties:

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List any personal or business relationship you have ever had with any officer or employee of the offices of the Property Appraiser, County Attorney, or Value Adjustment Board:

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**Please provide a writing sample. This sample may consist of an opinion letter, appraisal, or other documentation that contains one (1) or more written page(s) of original material.**

Qualified individuals wishing to serve should submit the COMPLETED application by 5:00 P.M., July 11, 2008, to:

Value Adjustment Board  
Room 120, Governmental Center  
115 S. Andrews Avenue  
Ft. Lauderdale, FL 33301

If you have questions, please contact Madeline Garcia 954-357-5961 or Lynda Phillips at 954-357-7300

# Equal Employment Opportunity Information Form

The following is requested on a voluntary basis. It will be used to evaluate the effectiveness and merits of our equal employment opportunity recruitment advertising program.

Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney or Appraiser Special Magistrate:  
\_\_\_\_\_

Sex: \_\_\_\_\_ Female \_\_\_\_\_ Male

## Race/Ethnic Categories (check one)

\_\_\_\_\_ **WHITE:** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, the Middle East.

\_\_\_\_\_ **BLACK:** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

\_\_\_\_\_ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Center or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **ASIAN OR PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for examples, China, Japan, Korea, the Philippine Islands and Samoa.

\_\_\_\_\_ **AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in and of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

(OPTIONAL) If you are handicapped or disabled, please specify:

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