



## **DATA ENTRY SPECIALIST TRAINEE**

**Department:** Tax Roll Administration  
**FLSA Status:** Non-Exempt  
**Classification:** Full-Time 37.5 hours per week  
**Rate of Pay:** \$24,004 annually or \$12.31/hr (at initial hire)  
\$24,999 or \$12.82/hr. (following successful completion of 180 day probationary period)  
**Work Location:** Office of the Lake County Property Appraiser. 320 W. Main St. Suite A. Tavares, FL. 32778  
**Work Hours:** 8:30 a.m. – 5:00 p.m. Monday through Friday

### **SUMMARY**

This is an entry-level data entry clerical position in the Tax Roll Administration Department. Primary duties relate to the entry and verification of information from recorded deeds, other legal documents, and appraisal data, into the tax roll computer system for the purpose of ad valorem tax assessment. The following functions, duties and qualifications are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned as deemed necessary by the Property Appraiser or his designee.

### **ESSENTIAL JOB FUNCTIONS**

- Data entry into the tax roll computer system. Works closely with mapping, deeds, and appraisal departments, to obtain information system such as changes of property ownership, new mailing addresses, legal descriptions, new building sketches, construction elements, building permit information, changes and deletions to existing building data, land information, etc. Learns and performs quality control functions as assigned. May perform other duties and special projects as assigned or required to meet tax roll production requirements.

### **MINIMUM QUALIFICATIONS / EDUCATION**

- Must possess a high school diploma or the equivalent. Knowledge of real estate transfers, appraisal concepts and/or residential construction is helpful but not required.
- Must possess a minimum of one year or more of clerical office experience or equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Previous data entry experience desirable.
- Must exhibit speed and accuracy in typing / data entry.
- Must be capable of learning custom data entry applications, processes, and procedures.
- Must possess proficiency with standard office equipment. Should be familiar with and able to utilize personal computer and standard office software including Microsoft Word, Excel and Outlook.
- Must possess 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 and make accurate mathematical calculations.
- Must be capable of communicating effectively both verbally and in writing.
- Must be capable of demonstrating full proficiency of all essential job functions following a training period or a timeline provided by management.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts as directed by manager.

### **Work Environment and Stipulations of Employment**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation.

Employees of the Lake County Property Appraiser shall not either for gratis or for compensation engage in any licensed real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Lake County; sell LCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Furthermore, employees and members of their household may not own or hold financial interest in an assessment / appraisal business.

### **At Will Statement**

Employment at the Lake County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Lake County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Lake County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment, and job offers at any time.

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