



## **PROPERTY REVIEW SPECIALIST TRAINEE**

**Department: Technology & Mapping**

**FLSA Status: Non-Exempt**

**Classification: Full-Time 37.5 hours per week**

**Position Number: TBD**

**Rate of Pay: \$24,004 annually or \$12.31 per hr. at initial hire.**

**\$24,999 or \$12.82 per 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 position with on the job training in the Technology & Mapping Department in which the incumbent reviews various residential and commercial property records against imagery and online sources for discrepancies in the property appraiser's record. Discrepancies are documented and flagged for further appraisal review. The incumbent may also review building plans and add building sketches to the property record. 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**

- Utilize digital imagery, tax roll parcel data, property maps, map software and other sources of information to conduct desktop reviews of assigned properties to fulfill statutory requirements of five year physical inspection.
- Read blueprints or floor plans of residential homes to ascertain accurate measurements and add sketches to tax roll system.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts as directed.

### **MINIMUM QUALIFICATIONS / EDUCATION**

- Must possess a high school diploma or the equivalent. Minimum of four (4) years of progressive work experience desired. Experience in, or knowledge of, real estate and/or residential/commercial construction helpful.
- Proficiency with standard office equipment. Should be familiar with and able to utilize personal computer and standard office software including Microsoft Excel and Outlook.
- Must be capable of following direction, making independent decisions, and meeting production deadlines.
- Must possess organizational skills; be self-motivated; capable of working independently with minimum supervision; and submit concise records and reports.
- Must be capable of communicating effectively with management and coworkers.

**Note:** Each year of required education may be substituted by two (2) years of work experience. Each year of required experience may be substituted by two (2) years of additional education.

**Work Environment and Stipulations of Employment**

The work environment for this position is a general office setting in which 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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