Orange County Property Appraiser

Job Opportunity Announcement

DATE: June 12, 2012 **APPLICATION DEADLINE: Open Until Filled**

POSITION TITLE: Field Data Specialist I
POSITION NUMBER(s): 43
PAY GRADE: 19 (Starting pay $11.27 per hour)
DEPARTMENT: Real Estate Assessment
FLSA STATUS: Non-Exempt

SUMMARY

This is an entry-level position in the Residential Assessment Department collecting and verifying data from residential real property for ad valorem appraisal purposes.

Work is reviewed by the department Trainer, Residential Analyst, and the Residential Assessment Supervisors to ensure production levels, accuracy and uniformity of values and completion of the statutory 5-year inspection requirement.

ESSENTIAL JOB FUNCTIONS

- Measure and draw improvements; record construction type, shape, condition, age, and other relevant data and notes; and classify improvements in accordance with the current office standard reference manual. Use office CAMA system and GIS technology valuation tools to aid in this process.
- Read blueprints or floor plans of residential homes to ascertain accurate measurements of improvements as needed.
- Utilize digital imagery technology in partial fulfillment of the statutory requirements to inspect every property once every five years.
- Perform field inspections on residential properties.
- Investigate and respond to inquiries from property owners or their legal representatives to explain methods, procedures and policies with respect to the valuation placed on improved real estate parcels in Orange County.
- May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. Contingencies such as these may require after-hours or weekend duty.
- Assist with presentations to be made to the Value Adjustment Board as needed.
- Assist with the training of other Field Data Specialists as needed.
- Assist other departments as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or the equivalent. Knowledge of real estate appraisal and/or residential construction is preferred.
- Familiarity with Orange County and ability to read maps for navigational purposes is preferred.
- Must be able to operate and use standard office equipment. Should be familiar with and able to utilize personal computer and standard office software including Microsoft Word and Outlook.
- Must have a valid Florida Driver's License and an automobile that is available at all times in the performance of the position. Employees that use their personal vehicles for official OCPA business should have automobile liability coverage

to adequate limits. Adequate limits should be no less than $100,000 Combined Single Limit (CSL) or its equivalent. Workers' Compensation benefits may be reduced for those injured while operating a vehicle without using the safety restraint.

- Must be able to work in the field and tolerate the extremes of weather conditions common to Central Florida.
- Must possess the personality and temperament necessary for working under stress in dealing with the public.

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.

Special consideration will be given to those bi-lingual in English and Spanish.

While employed by the Orange County Property Appraiser, must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Orange County; sell OCPA computerized database information; engage in any outside computer programming or consulting. Employees and members of their household may not own or hold financial interest in an appraisal business.

AT WILL STATEMENT

Employment at the Orange 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 Orange 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 Orange 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.

HOW TO APPLY:

Application forms can be obtained from our web site, http://www.ocpafl.org/Other/Employment.aspx, at our Customer Service counter or by request.

An official application form is required. All qualifying information must appear on the application. Information from a resume will not be used to determine if minimum qualifications are met. A resume in lieu of an application will not be accepted.

1. Mail or hand deliver completed application form to: Orange County Property Appraiser, 200 South Orange Ave., Ste. 1700, Orlando, FL 32801. Attention: Human Resources
2. Fax: 407-836-5238
3. Email: **jobs@ocpafl.org**