



Orange County Property Appraiser Job Opportunity Announcement

DATE: January 4, 2010

APPLICATION DEADLINE:

POSITION TITLE: Field Data Specialist I
POSITION NUMBER(s): 108
PAY GRADE: 19 (Starting pay \$11.27 per hour)
DEPARTMENT: Real Estate Assessment
FLSA STATUS: Non-Exempt

FUNCTION

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

DISTINGUISHING CHARACTERISTICS OF WORK

The work involves locating, inspecting, measuring and physically describing improvements to residential real property parcels located within Orange County. Work is performed in accordance with accepted appraisal techniques, departmental procedures, Florida statutes and the rules of the Department of Revenue.

Work is performed under the guidance of the Residential Analyst, the supervision of the Field Operations Supervisor, under the oversight of the Residential Assessment Manager, under the direction of the Real Estate Assessment Director, under the oversight of the Assistant Property Appraiser under the guidance and administration of Property Appraiser.

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

ESSENTIAL JOB FUNCTIONS

Measures and draws improvements; records construction type, shape, condition, age, and other relevant data and notes; and classifies improvements in accordance with the current office standard reference manual. Uses office CAMA system and GIS technology valuation tools to aid in this process.

Reads blueprints or floor plans of residential homes to ascertain accurate measurements of improvements when needed.

Uses Pictometry in partial fulfillment of the statutory requirements to inspect every property once every five years.

Performs field inspections on the least complex residential properties.

Investigates and responds to inquiries property owners or their legal representatives during TRIM to explain methods, procedures, and policies with respect to the valuation placed on improved real estate parcels in Orange County.

May assist with presentations to be made to the Value Adjustment Board.

May assist with basic training of other Field Data Specialist I

May assist other departments at times when their workload is excessive.

Performs 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 have a valid Florida driver's license and an automobile that is fully insured and available for use at all times in the performance of duties of the position.

Last Updated: 1/10

Must possess the personality and temperament necessary for working under stress in dealing with the public.

Must have no physical impairment that would preclude extensive walking or would restrict exposure to the weather conditions common to Central Florida. Must be physically able to lift, carry and use a portable laptop, parcels cards, and maps required to perform assignments.

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.

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.

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/hr/employment.html>, 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

ORANGE COUNTY PROPERTY APPRAISER EMPLOYEES WHO ARE QUALIFIED AND ELIGIBLE FOR PROMOTION WILL RECEIVE FIRST CONSIDERATION FOR THIS VACANCY; HOWEVER, WE WILL ACCEPT AND CONSIDER APPLICATIONS FROM ALL ELIGIBLE PERSONS. THE ORANGE COUNTY PROPERTY APPRAISER INTENDS TO HIRE ONLY INDIVIDUALS WHO ARE U.S. CITIZENS OR ALIENS AUTHORIZED TO WORK IN THE UNITED STATES. APPLICATIONS FROM MINORITIES, WOMEN AND DISABLED INDIVIDUALS ARE ENCOURAGED. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE NOTIFY THE ADMINISTRATIVE SERVICES DEPARTMENT, (407) 836-5055, IN ADVANCE. OCPA IS AN EQUAL OPPORTUNITY/ADA EMPLOYER.