



RESIDENTIAL APPRAISER TRAINEE

Department: Real Property Appraisal

FLSA Status: Non-Exempt

Classification: Full-Time 37.5 hours per week

Position Numbers: # 3 and #30

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. Tavares, FL. 32778

Work Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday

SUMMARY

This is an entry-level technical position with on the job training in the Real Property Appraisal Department collecting and verifying data from residential properties 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. This position is subject to the successful completion of an initial 180 day probationary period.

ESSENTIAL JOB FUNCTIONS

- Perform field inspections for the purpose of measuring and drawing structures; collect and record construction type, shape, condition, age, and other relevant data and notes.
- Read blueprints or floor plans of residential homes to ascertain accurate measurements of improvements as needed.
- Utilize digital imagery, tax roll parcel data, property maps, legal descriptions and other sources of information to fulfill statutory inspection requirements for desktop review of assigned properties to fulfill statutory requirements for 5 year physical inspection.
- 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 residential properties in Lake 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. This may require after-hours or weekend duty.
- Nature of the work and tax roll production cycle may require occasional after hours and/or weekend duty.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts as directed by supervisor

MINIMUM QUALIFICATIONS / EDUCATION

- Must possess a high school diploma or the equivalent. Knowledge of real estate appraisal and/or residential construction is preferred.
- Ability to read maps for navigational purposes. Familiarity with Lake County is preferred.
- 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.
- 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; make accurate mathematical calculation; submit concise records on field inspections; and must be able to work in the field and tolerate the extremes of weather conditions common to Central Florida.
- Must be capable of communicating effectively both verbally and in writing and possess the personality and temperament necessary for working under stress in dealing with the public to provide outstanding customer service.
- Must be willing to pursue additional education to receive the Certified Florida Evaluator (CFE) designation.
- Must have a valid Florida Driver's License with acceptable driving record.

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 involves both a general office setting and outdoor environment. Indoors, the incumbent performs most duties sitting at a desk, table, or workstation. Outdoor fieldwork involving exposure to the weather conditions and environments common to Central Florida is required.

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.
