



Property Records Assistant

Category: Classified
Pay Grade: C15
Job Code: 20552

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry-level trainee, clerical, and semi-technical work maintaining the tax roll; completes assigned training; disseminates information about the tax roll to the public; performs basic data entry; takes basic exemption applications; reviews instruments of transfer; assists in office support functions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Responds to basic inquiries from the public on the methods, rules, regulations, and practices involved in ad valorem property valuation and exemptions for both real and tangible personal property;
- Learns and applies computer-assisted mass appraisal (CAMA) and geographic information system or imagery program screens and navigation;
- Develops a basic understanding of instruments of transfer including tenancy and other types of instruments and enters related data into CAMA system;
- Enters detailed parcel data into CAMA system, including structural elements, building traverse, notes, and required information;
- Locates parcels in CAMA and from the office's website using search features and maps;
- Processes and reviews deeds;
- Develops understanding of various exemptions and portability requirement and takes simple exemption applications using CAMA software or in writing;
- Assists in organizing, filing, indexing, and maintaining records for various tasks and projects;
- Receives other specialized training and takes initiative to learn new skills, apply office policies, programs, and procedures;
- Accepts homestead exemption applications;
- Answers all incoming calls and assists or directs customers;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of experience in clerical, customer service, and administrative support with preference to experience in an Ad Valorem Property Appraiser's Office; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Assignment to work a variety of work settings, activities, and locations.

- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Property Records Technician or PAO Exemptions Technician) within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, and equipment;
- Knowledge of website contents and maps therein;
- Knowledge of a geographic layout of the County;
- Knowledge of Save Our Homes (SOH) personal and/or real property appraisal assessment and exemption terminology;
- Knowledge of basic laws, rules, and regulations governing the tax roll;
- Knowledge of Business English, spelling, and punctuation;
- Skill in keyboarding accurately at a reasonable rate of speed;
- Ability to work independently and use good judgment;
- Ability to communicate, orally and in writing, effectively, courteously, and tactfully;
- Ability to perform computer data entry and simple word processing functions, and when necessary, to enter and extract property data from field tablet computer software.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.