



## **Property Records Technician**

**Category:** Classified  
**Pay Grade:** C18  
**Job Code:** 20554

*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 intermediate level technical work maintaining the tax roll; completes more advanced training and performs more complex/specialized tasks; disseminates information about the tax roll to the public; parcels data entry; takes complex exemption applications; interprets and enters data of instruments of transfer; assists in office support functions.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Communicates and applies a broad knowledge of the methods, rules, regulations, and practices involved in Ad Valorem property valuation and exemptions for both real and tangible personal property;
- Locates parcels on maps using basic legal descriptions;
- Enters deeds and transfers, codes sales, and refers instruments for abstracting or mapping and assists in training and reviewing the work of lower level staff;
- Takes simple and complex exemption applications by hand and using computer-assisted mass appraisal (CAMA) system;
- Relays accurate intermediate level information regarding all personal exemptions, Save Our Homes, and portability, and relays basic information regarding institutional exemptions;
- Assists customers with online exemption applications and recognizes and reports bugs and enhancements;
- Performs data entry of parcel characteristics and trains and verifies work of lower level staff;
- Accurately organizes, files, indexes, and maintains records for various tasks and projects;
- Performs simple research tasks in support of qualifying applicants for exemptions;
- Assists with intermediate level special projects and tasks;
- Processes permits;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Two (2) years of directly related education, training, and/or experience in an Ad Valorem Property Appraiser's Office, or an Associate's degree in computer science, accounting, finance, business, or related field; 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 Specialist) 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 and ability to assist customers with questions;
- Knowledge of a geographic layout of the County;
- Knowledge of Save Our Homes (SOH) provisions, personal or real property appraisal assessment and exemption terminology, and valuation methods;
- Knowledge of 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;
- Ability to accurately enter data regarding sales and property characteristics and collaborate with other staff to clarify expectations and resolve conflicts;
- Ability to recognize potentially fraudulent or improper exemptions and report cases to Investigations;
- Ability to handle difficult customers on most issues without escalating to the director level.

**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:

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.