



KATHY L CRAWFORD

HARDEE COUNTY PROPERTY APPRAISER

Deed Analyst/GIS Technician

SUMMARY

This position is responsible for researching and entering documents recorded with the Clerk of the Circuit Court into the Computer Assisted Mass Appraisal (CAMA) system. Research includes analyzing documents to determine if there are issues with ownership and/or property descriptions, plotting legal descriptions, and verifying location of property. A deputy in this position must have an extensive knowledge of the Department of Revenue (DOR) Real Property Transfer Qualification Codes to properly code sales that will be used for appraisal analysis. In addition, this position requires knowledge of exemptions and capping to correctly update existing exemptions and determine appropriate capping when property ownership changes are entered. This position also requires an understanding of the assessment process, exemptions available to the public, mobile home titles, tax value, the tax roll process, and general information related to the services and programs offered by the Hardee County Property Appraiser's office. Work involves a variety of administrative responsibilities with a focus on ensuring that data entered is accurate and that excellent customer service standards are maintained. This position will work closely with the GIS Specialist to assist with mapping related functions and with Field Appraisers conducting field reviews as needed.

ESSENTIAL JOB FUNCTIONS

- Researches and verifies property title and ownership of property based on documents received from the Clerk of Court and enters new ownership changes into the CAMA software system.
- Analyzes and determines whether there are issues with deed ownership and legal descriptions by plotting legals on maps and verifying the parcel numbers.
- Obtains probate records, death certificates and other legal documents when needed to determine correct chain of title through property owner or public records.
- Qualifies/disqualifies sales for Department of Revenue audit purposes.
- Utilizes County maps, recorded and unrecorded plats, surveys, road maps, aerial photos, tax rolls and past recorded instruments in performing research.
- Professionally assists co-workers and the public with information relating to legal descriptions, parcel maps, ownership records, etc. Public includes County and State officials, real estate offices, lending institutions, engineering firms, surveyors, title companies, lawyers, owners and buyers.

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- Responsible for coordinating and facilitating some IT/computer related processes for the office to ensure continuity of operations;
- Utilize CAMA software to create reports to assist in quality assurance of tax roll data;
- Assist other departments as needed;
- Perform all other duties as required.

Minimum Qualifications

- Must possess a high school diploma or equivalent;
- (5) years of administrative experience preferred, however equivalent experience will be considered;
- Must have a thorough knowledge and understanding of business English and math. This includes the ability to make arithmetic computations accurately;
- Must have the ability to read and comprehend complex constitutional and statutory language relating to property tax assessments and gain an understanding of exemptions and assessment limitations and how they impact assessment and taxable values;
- Must be able to operate and use standard office and computer equipment efficiently. Must be proficient in use of the Internet and Microsoft Office programs such as Word, Excel, Outlook and PowerPoint. Must have the ability to learn CAMA appraisal software;
- Must have the ability to understand and carry out moderately complex oral and written instructions as well as the ability to follow office practices and procedures;
- Must be a detail oriented, industrious, self-starter requiring little to no supervision;
- Must be well-organized and resourceful;
- Must have the ability to implement new and innovative procedures;
- Must demonstrate excellent written, organizational, and oral communication skills. This may include, but is not limited to, composing departmental correspondence and documents and coordinating and completing administrative projects;
- Must be willing to attend training and pass exams to obtain certification as a "Certified Florida Evaluator".

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- Must possess exceptional interpersonal skills and the personality and temperament necessary for working under stress in dealing with the public;
 - **ABOVE ALL – must possess a great desire to serve the public and the mindset that as government employees “we are public servants”.**
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At Will Statement

Employment at the Hardee 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 Hardee 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 Hardee 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.