



CITRUS COUNTY PROPERTY APPRAISER

EMPLOYMENT OPPORTUNITY

Commitment ~ Innovation ~ Respect ~ Integrity ~ Service

POSITION TITLE: **FIELD APPRAISER I**

PAY RATE: 14.25 per hour (29,640.00)

DATE ISSUED: January 13, 2021

CLOSING DATE: Open until filled

BENEFITS: Annual paid leave; 11 paid holidays; paid medical, dental, life, vision, disability insurance, plus social security. Retirement plan provided with 3% employee contribution.

GENERAL DESCRIPTION: Entry-level field and clerical work relating to the annual collection of residential land and building characteristics for use in the mass appraisal of real property. This work requires the individual to be capable of performing a variety of clerical duties, field data collection, and other duties under general supervision.

Applicants must meet the minimum physical requirements for the position, which include frequently sitting, standing, walking, bending, climbing moderate heights, using hands to handle tools or objects, reaching with hands and arms, talking and hearing, good vision, the ability to safely operate a motor vehicle, the ability to lift 10 pounds or less, and occasionally up to 25 pounds, and to work indoors in an office setting or outdoors in various weather conditions on a daily basis. Applicants must also have the regular use of a reliable, licensed and insured motor vehicle in order to perform property inspections.

The employee must be able to understand and carry out a variety of instructions and tasks presented both orally and in writing and be able to solve routine problems; must have basic math skills including the ability to calculate square footage; must be able to deal with the public in a professional manner; must be able to organize work and achieve normal production standards; must have general knowledge of the county road system and be able to locate inspection sites by use of maps or other data; must be adaptable to competing demands and deadlines; must be able to read and understand blueprints; must be able to work well with others; and must be able to communicate effectively both verbally and in writing. Applicants must also have good computer skills and a working knowledge of *Microsoft Word*, *Microsoft Excel*, e-mail and Internet applications, and must be able to quickly learn custom applications related to property records.

EDUCATION & EXPERIENCE: Applicants must have a high school diploma or equivalent. Applicants must have a minimum of one year work experience involving office related duties and regular public contact in either the field of real estate or building construction, and must have verifiable employment references. Specialized college and/or technical training in clerical or related fields will be a plus and may be considered in lieu of the minimum experience requirement. Applicants must also possess a valid Florida driver's license. Applicants may be tested on basic clerical skills and *Word* and *Excel* ability.

CONTACT FOR APPLICATION: May be printed from the Employment page of our website or obtained by visiting either of our office locations in Inverness or Crystal River. Completed and signed applications must be received in either of our offices by 5:00 p.m. on the closing date of the job posting in order to be considered. Resumes may be attached to completed applications, but will not be accepted in lieu of our properly completed application form. Questions may be directed to Rosa Scalzi, Finance & Personnel Manager, Citrus County Property Appraiser's Office, 352-341-6668, or rscalzi@citruspa.org.

CITRUS COUNTY PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER OFFERING A FULL RANGE OF BENEFITS.