



CITRUS COUNTY PROPERTY APPRAISER

EMPLOYMENT OPPORTUNITY

Commitment ~ Innovation ~ Respect ~ Integrity ~ Service

POSITION TITLE: CUSTOMER SERVICE / DATA REVIEW SPECIALIST

PAY RATE: 14.25 per hour (29,640.00)

DATE ISSUED: February 21, 2018

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 work performing a variety of clerical duties under general supervision in connection with providing property assessment information and general customer service. This employee is a principal representative of the office to current and potential property owners, members of the business community, and employees of other governmental offices. This employee must consistently provide efficient, effective, accurate, and timely responses to a wide range of inquiries and information requests while exhibiting a pleasant and courteous attitude. This employee is also responsible for processing of different types of exemption applications while complying with statutory requirements and departmental policies. The employee will review completed applications, research records, perform data entry, prepare detailed correspondence, reports and other related duties. The employee must perform with a high level of accuracy and attention to detail. 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 be able to work well with others; and must be able to communicate effectively both verbally and in writing. Applicants must also have a working knowledge of *Microsoft Word* and *Microsoft Excel*, as well as 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 at least one year or more work experience involving office related duties and regular public contact, and must have verifiable employment references. Prior experience in land title research, mortgages, or real estate will be beneficial. 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 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. Applications with resumes may be accepted in person or by email. 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.