



CITRUS COUNTY PROPERTY APPRAISER

EMPLOYMENT OPPORTUNITY

Commitment ~ Innovation ~ Respect ~ Integrity ~ Service

POSITION TITLE: **PARCEL RECORDS SPECIALIST I**

PAY RATE: 13.77 per hour (28,641.60)

DATE ISSUED: June 28, 2021

CLOSING DATE: Open until filled

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

GENERAL DESCRIPTION: Responsible for complex clerical work transferring property ownership and making other changes to property information based on recorded documents. This employee reviews official online documents recorded in Citrus County to determine if related to real property, identifies in the tax roll data base any parcels affected by recorded documents, and utilizes custom applications to data enter changes as required. This employee also corrects exemption information when affected by property transfers and responds to related inquiries. The employee must perform with a high level of accuracy and attention to detail.

Employee must be able to understand and carry out a variety of instructions and solve routine problems; must be able to learn applicable *Florida Statutes*, DOR rules and the assessment process; must be able to learn custom data entry applications; must exhibit a high level of accuracy in typing legal descriptions and other data; must be able to organize work and achieve normal production standards; must be able to work well with others; 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 clerical office experience and 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, typing accuracy, and levels of ability in *Microsoft Word* and *Excel*.

EMPLOYMENT APPLICATIONS: May be printed from the Employment page of our website or obtained by visiting either of our office locations in Inverness or Crystal River. 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 at rsscalzi@citruspa.org or 352-341-6668.

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