

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: Information Technology Specialist

SUMMARY: Assists with preparing, modifying and customizing information systems and reports that are vital to the daily workflow at the Martin County Property Appraiser's Office (MCPAO). This position reports directly to the Information Technology Manager. The work is reviewed through observation, quality checks and achievement of performance measurements as described in an annual performance review.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Understands and executes the Property Appraiser "Open Door Policy."
- Assists with analyzing computer user data requirements, procedures and problems to automate or improve existing systems and reviews computer system capabilities and workflow.
- Assists with processing data files and collaborates with print vendors in all phases of annual mailings.
- Assists with maintaining Access database applications used by departments to perform additional functions and workflows outside of the appraisal system.
- Assists with backup procedures to protect the information within the database.
- Assists with troubleshooting database issues.
- Designs, develops and publishes custom reports through the Microsoft Suite of software products to provide quality control & data reports to various departments.
- Provides minimal onsite technical support for IT issues by either resolving or directing the issue to the appropriate channels such as the County help desk or contracted applications vendor.
- Assists staff with troubleshooting/identifying issues related to the software they use to perform their tasks such as (Appraisal system, Microsoft Office Products, websites, etc.).
- Documents primary appraisal software system for bugs or needed enhancements in a detailed manner in order to provide to the appraisal system vendor for a solution.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Provides training for staff as requested.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness and currency of the data.
- Performs, or assists, on various assignments or teams, as needed.
- Complies with established procedures, policies, Florida Statutes and deadlines.

OTHER SKILLS AND ABILITIES:

- Exhibits high level of attention to detail and quality control mindset.
- Actively supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Understands Microsoft SQL Server and Access database structure, expressions, syntax, and designs.
- Understands basic network fundamentals.
- Approaches tasks in a methodic and systematic manner. Is analytical and compliance oriented.
- Communicates, clearly and effectively.
- Establishes and maintains constructive working relationships.
- Exhibits dependability, promptness and team-player attitude.

QUALIFICATIONS:

- Graduation (or soon to be a graduate) from an accredited four-year degree granting college or university with coursework directly related to the position duties.
OR
- An Associate Degree from an accredited college or university and one year of work experience directly related to the position duties.
OR
- Graduation from a high school or possession of a GED Certificate and three years of work experience directly related to the position duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

PAY RANGE: \$36,500 - \$58,400 annually

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