

# **MARTIN COUNTY PROPERTY APPRAISER**

## **JOB TITLE: Property Data Inspector**

**SUMMARY:** Perform specialized job functions in identifying, inspecting, and processing real and tangible property data. The work is reviewed through observation, quality checks and achievement of performance measurements. This position reports to the Property Data Department Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Understands and executes the Property Appraiser's "Mission, Vision, and Guiding Principles."
- Physically inspects properties for address, sales verification, and permits, noting any renovations, improvements or new construction taking place since the last inspection. Verifies construction quality, special features, conditions of improvements, property usage, type, and location, as well as factors that may affect value.
- Performs desktop reviews for the 5-year physical inspections by analyzing and comparing aerials, oblique imagery, measurements, and other property information to the data in the CAMA database.
- Measures, sketches, and conducts data entry of complex new and existing structures, including large multi-story and/or angled properties on agricultural, commercial, and residential properties.
- Photographs properties inspected and uploads photos into the computer database.
- Performs quality control and reviews for Commercial/Ag and Residential Departments.
- Notifies and schedules appointments with property owners.
- Provides general information to the inquiring public and assists the public regarding normal procedures for obtaining the various services which are available to them through the Property Appraiser's Office.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Complies with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

### **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.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Demonstrates proficiency in the operation and navigation of a personal computer.
- Establishes and maintains constructive working relationships, team-player attitude.
- Exhibits regular attendance, dependability, and promptness.
- Exhibits ability to work independently, be self-motivated and task oriented.

### **QUALIFICATIONS:**

- High school diploma or general education degree (GED).
- Possess a valid Florida driver's license.
- Experience and/or knowledge of construction types, methods, and materials is helpful.

**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 walk and operate a vehicle. 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: \$41,833-\$62,780

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