

# MARTIN COUNTY PROPERTY APPRAISER

## JOB TITLE: Property Data Collector (PDC)

**SUMMARY:** Perform specialized job functions in locating, measuring, identifying and inspecting real property. This position reports to the Property Data Department 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:

- Understand and execute the Property Appraiser "Open Door Policy."
- Physically inspect properties for address and sales verification, permits, and/or 5-year cycle inspection requirements, noting any renovations, improvements or new construction taking place since the last inspection. Verify special features, condition of improvements, property usage, type and location, as well as factors that may affect value.
- Measure and sketch new and existing structures on residential, basic commercial and agricultural properties. Square the structure measurement co-ordinates before leaving the property.
- Conduct desktop physical inspections using image technology of residential and agricultural.
- Notify and schedule appointments with property owners for field inspections (upon request).
- Provide general information to the inquiring public and assist the public regarding normal procedures for obtaining the various services which are available to them through the Property Appraiser's Office.
- Understand, interpret and draw from floor plans on basic permits. (i.e. pools, detached garages)
- Photograph properties to be inspected and upload photos into the computer database.
- Protect property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintain records in proper manner and detail, ensuring the accuracy, completeness and currency of the data.
- Comply with established procedures, policies, Florida Statutes and deadlines.
- Other duties as assigned.

### OTHER SKILLS AND ABILITIES:

- Must have high level of attention to detail and quality control mindset.
- Must actively support the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Proficient in the operation and navigation of a personal computer. With instruction, understand the Property Appraiser's CAMA software program and other software programs as they apply to the work performed.
- Ability to read property maps and locate property. Knowledge of Martin County real estate is a plus.
- Knowledge of residential and commercial construction types, methods and materials, is helpful.
- Establish and maintain effective working relationships.
- Exhibit regular attendance, dependability and promptness.
- Ability to work independently, be self-motivated and task oriented.
- Exhibit dependable, team-player attitude.
- Possess a valid Florida driver's license.

**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. 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. The individual works in the field, and in office when conducting aerial inspections and during peak periods (i.e. TRIM).

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:** S3 (\$30,200 - \$48,300)

**TO APPLY:**

Jenny Fields  
Assistant Property Appraiser  
Martin County Property Appraiser's office  
3473 SE Willoughby Blvd., #101  
Stuart, FL 34994  
Email: [jenny.fields@pa.martin.fl.us](mailto:jenny.fields@pa.martin.fl.us)