

## **MARTIN COUNTY PROPERTY APPRAISER**

### **JOB TITLE: Property Data Analyst**

**SUMMARY:** The Property Data Analyst is responsible to review, examine, quality control check and process data for various office departments. 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 performance check-ins.

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

- Understands and executes the Property Appraiser's "Mission, Vision, and Guiding Principles."
- Data entry work for the Residential, Tangible Personal Property, Commercial, and Agriculture departments. Data entry tasks may include:
  - Data entry of building components and sketching for all property field inspections while utilizing various applications.
  - Understand, interpret, and draw new construction from plans into the CAMA database.
  - Perform 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.
  - Review, research, and create new tangible personal property accounts.
  - Reconcile and balance annual tangible personal property business tax returns.
  - Data entry of annual reported values and exemption amounts provided by the Florida Department of Revenue for central assessed accounts
  - Make data corrections in the computer assisted mass appraisal (CAMA) program and other software programs as they apply to the work performed in order to process an accurate tax roll.
  - Scanning TPP business returns and real estate daily work.
- Assist with quality control procedures.
- As needed, provide admin/clerical assistance to other Property Appraiser Office departments during peak periods or large scope projects (i.e., quality control checking documents, TRIM, large mailings, filing, switchboard, etc.)
- 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.
- 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:**

- 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:**

- Graduate from a high school or possession of a GED Certificate.
- Possesses 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 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.

**ANNUAL SALARY:** \$38,052 - \$57,000

**APPLY:** Daina Takacs  
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