

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: Residential Field Appraiser

SUMMARY:

The work done by the Residential Field Appraiser position is to perform specialized job functions in locating, measuring, identifying and inspecting real property. The Martin County Property Appraiser's office is an equal opportunity employer, and we are committed to promoting staff based on operational needs. This position reports to the Director of Appraisal Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand and executes the Property Appraiser "Open Door Policy."
- Physically inspect all properties for address and sales verification, permits, 5-year cycle inspection requirements, noting any renovations, improvements or new construction taking place since the last inspection. Verify construction quality, effective year built, any special features, conditions of improvements, property usage, type and location, as well as factors that may affect value.
- Measure new and existing structures, including large multi-story and/or angled properties. Square the structure measurement co-ordinates before leaving the property.
- 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.
- Complete "new construction" form, sketch new houses or additions to scale on graph paper.
- Photograph properties to be inspected and upload photos into the computer database.
- Comply with established procedures, policies, statutes and deadlines.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE & MATHEMATICAL SKILLS:

- Read and comprehend simple instructions, short correspondence and memos.
- Communicate, both orally and in writing, clearly and effectively while being tactful, courteous and discreet.
- Effectively present information in one-on-one and small group situations to property owners and other office staff.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

OTHER:

- High school diploma or general education degree (GED) or possession of an acceptable equivalency diploma supplemented by experience in the building trade or construction field or an equivalent combination of training or experience.
- Proficient in the operation and navigation of a personal computer. With instruction, understand the Property Appraiser's computer assisted mass appraisal (CAMA) software program and other software programs as they apply to the work performed.
- The ability to read property maps and locate property. Knowledge of Martin County real estate is a plus.
- Knowledge of residential construction types, methods and materials, is helpful.
- Establish and maintain effective working relationships with staff and the public.
- Exhibit regular attendance, dependability and promptness.
- Must have high level of attention to detail and quality control mindset.
- 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual regularly works in the field, unless needed in the office during peak periods (i.e. TRIM). The noise level is usually moderate.

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.

To apply, please contact:

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