

CHIEF FIELD APPRAISER (GIS Editing Experience Preferred)

Salary Range: \$35,000-\$55,000 annual (based on experience)

Application Period January 21st – February 12th 5PM

Nature of Work

Assists the Property Appraiser in all facets of his/her office by directly overseeing the appraisal of real property and geographic information system (GIS) systems to ensure accurate and timely production of the Property Tax Roll according to governmental policies, ordinances, statutes and regulations. Including formulating and instituting office policy, procedures, rules and regulations.

Under general direction, researches, analyzes, and develops real and personal property appraisal systems, standards, and procedures, serves as a technical consultant, and performs related duties as required. Reads and interprets deeds, land/legal descriptions, plats, right of ways, easements, maps, and other related document and performs editing and maintenance functions in the GIS using ESRI software products.

Minimum Qualification Requirements

- Graduation from an accredited four (4) year college or university with a degree in Business, Public Administration, Surveying, Engineering, Cartography, Computer Science or a related field with coursework in cadastral mapping, urban planning, civil engineering, or graphic arts.
- Five (5) years' experience in any of the following areas:
 - Property Appraiser's office working in a real property appraisal or GIS editing division;
 - Supervisory or management experience;
 - Collection/maintenance of property data in a CAMA system
- Appraisal, construction, vocational/technical training or equivalent experience necessary.
- Computer literacy, math skills, excellent public relations skills, ability to make presentations.
- Must possess a valid "Class E" driver's license and current automobile insurance.
- Possession of Certified Florida Evaluator designation from the Department of Revenue (DOR), or an agreed upon probationary period until the designation is earned (at the expense of JCPA's Office).

Note: The following duties are not to be construed as exclusive or all-inclusive; other duties may be required or assigned as necessary.

Appointing Authority May Also Require

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

JOB DESCRIPTION
CHIEF FIELD APPRAISER

- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position. These may include the Jefferson County 911 Addressing system; mapping & data reports for the Supervisor of Elections; and mapping & data reports for the Building and Planning Department/Road Department/Mosquito Control.

Illustrative Tasks: *The listed duties are only illustrative and are intended to describe major tasks that may be performed by this job class.*

- Physically inspects commercial, residential, agricultural, and conservation real property.
- Explains assessment criteria to property owners and/or their agents.
- Answers questions relative to property values, appraisal techniques and statutory provisions regarding property assessment.
- Conducts abstract title searches and prepares proper legal descriptions and coding of parcels using electronic data inquiry and retrieval systems.
- Maintains various county mapping systems using ArcGIS 8.x, ArcGIS 9.x, and extensions.
- Enters data according to established procedures.
- Performs quality control and monitors data accuracy.
- Performs GIS procedures and analysis, both simple and/or complex using GIS software.
- Performs customer service by assisting the public and other staff with inquiries and the reproduction of maps and other related documents.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Knowledge of real property appraisal methods.
- Knowledge of map reproduction procedures and techniques.
- Knowledge of ArcPad environment.
- Skill to make accurate mathematical calculations.
- Skill to prepare and submit concise records on field inspections.
- Skill to supervise & perform field assignments with a minimum of supervision in various locations.
- Skill to GPS
- Ability to perform related research, investigation or inspection to perform duties.
- Ability to deal tactfully but firmly with customers and maintain composure in stressful situations.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the JCPA's Mission, Vision and Values.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.



ANGELA C. GRAY, CFA

JEFFERSON COUNTY PROPERTY APPRAISER

480 W. WALNUT STREET, MONTICELLO, FLORIDA 32344



APPOINTMENT APPLICATION INFORMATION

The Jefferson County Property Appraiser's Office (JCPA) values our diverse workforce and actively promotes career advancement and professional development. We offer competitive salaries and an excellent benefits package.

Our office is always searching for applicants who can accept change, challenge, and a commitment to our community. We look for those with excellent communication skills, relevant professional experience, and job-related skills. Also, basic computer skills -- "computer literacy" in a Microsoft Windows work environment -- are an essential job function of EVERY position in our office. Further, EVERY position in our office helps customers at key points throughout the tax year by taking homestead applications, answering questions, assisting at the call center, etc., as needed.

Applicant résumés or job applications may be submitted to us by doing any one of the following:

Faxed to our office at 850-997-0988

Mailed or hand-delivered to between the hours of 8:00 AM and 5:00 PM

Jefferson County Property Appraiser's Office

480 W. Walnut Street

Monticello, Florida 32344

All résumés and applications are kept on file and "active" for one year from the date of receipt. If you are selected for appointment, you will be required to undergo and pass a drug screening test (at our expense) and background examination prior to your first day of appointment. Most positions are initially filled near the lower end of the listed salary range. Any person requiring an accommodation because of disability to participate in our appointment application process must contact our office in advance at 850-997-3356. We are an Equal Opportunity Employer and a drug-free workplace.

If an interview is requested, applicant will be asked to provide a signed copy of your Social Security card and a copy of your driver's license with your application. The Social Security card must be in your legal name. If you do not have a driver's license, you must furnish another form of photo identification such as a passport.

JCPA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the position of service.

Phone (850) 997-3356 • Fax (850) 997-0988

www.jeffersonpa.net

Application for Deputy Appointment

(Please Print or Type)

PERSONAL DATA

Appointment Position: _____

Application Date: _____

Name:		Social Security Number:	
Present Address:			
Permanent Address:			
Phone:	()	Alternate Phone:	()
Email Address:			
Desired Salary:			

How did you hear of this opening? _____ Date available to begin work? _____

Have you ever worked for Jefferson County Government? Yes No, When & Where? _____

Give name and relationship of any relatives who are employed with the Jefferson County Property Appraiser's Office. _____

Will you accept: Temporary work? Yes No Part-time? Yes No Week-end/Holiday? Yes No

Are you: Over 18 years old? Yes No Citizen of the U.S.? Yes No

Legally eligible to work in the U.S.? Yes No

Do you have a valid Drivers License? Yes No License # _____ State _____

NOTE: Possession of a valid driver's license is not an essential function of all appointments offered by the Jefferson County Property Appraiser. Answering "No" to this question is not necessarily a bar to consideration for appointment.

Have you received any traffic citations in the past 3 years? Yes No Please indicate type of offense and dates _____

Have you ever been convicted or pleaded guilty or no contest to any crime? Yes No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress)? Yes No

If YES, please explain: (including nature and disposition): _____

Are you a claiming veterans' preference? Yes No

Have you ever been suspended, dismissed, or asked to resign from any job? Yes No

If YES, explain in detail: _____

EDUCATION

HIGH SCHOOL

Name: _____ Location: _____

Circle highest grade completed: 7 8 9 10 11 12 Graduated? Yes No

If not a high school graduate, do you have a GED? Yes No

COLLEGES/UNIVERSITIES

<u>NAME OF SCHOOL</u>	<u>CITY</u>	<u>STATE</u>	<u>HRS. EARNED QTR.</u>	<u>HRS. EARNED SEM.</u>	<u>DEGREE MAJOR</u>	<u>EARNED</u>
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Describe special vocational or business courses you have taken which relate to the job for which you are applying.

Special skills, qualifications, and certifications which relate to the job for which you are applying (language skills, typing skills, and business equipment or machine operating skills).

WORK HISTORY

Describe your work history BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. Include military, volunteer experience and periods of unemployment. Complete addresses with zip code and phone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Please explain any gaps in employment history. You may attach additional pages, if necessary.

Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr
			Total Time Employed:
Address: Street	City	State	Zip Code
<hr/>			
Official Job Title:	Name Of Supervisor:	Pay: Start	End
<hr/>			
Responsibilities:			
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<hr/>			
Specific Reason For Leaving:			
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Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr
			Total Time Employed:
Address: Street	City	State	Zip Code
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Official Job Title:	Name Of Supervisor:	Pay: Start	End
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Responsibilities:			
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Specific Reason For Leaving:			
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Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr
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Address: Street	City	State	Zip Code
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Official Job Title:	Name Of Supervisor:	Pay: Start	End
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Responsibilities:			
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Specific Reason For Leaving:			
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AUTHORIZATION TO RELEASE INFORMATION

I have made application for appointment with the Jefferson County Property Appraiser's Office. I authorize my former employers to give any information regarding my employment and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing the same.

May we contact your present employer? Yes No Other

You must sign the "Authorization to Release Information" statement to enable us to contact prior employers, even though we may not contact your present employer.

Date _____

Applicant's Signature _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for appointment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of appointment. The Property Appraiser's Office collects your Social Security Number for purposes of identification and verification, driving record and a background investigation, which may result in the preparation of a comprehensive report. A decision to hire an applicant is contingent on the results of the report. I authorize investigation of all statements contained in this application and hereby release the Company and any person, company or institution that provides information from all liability for any damage that may result from the use or disclosure or such information or report.

Date _____

Applicant's Signature _____

Resumes, letters of reference, etc. submitted with this application become property of the Jefferson County Property Appraiser's Office and cannot be returned. The information you have provided on this application is subject to public disclosure under the Florida Open Records Act, with the exception of social security number.