**LEE COUNTY PROPERTY APPRAISER**

**POSITION DESCRIPTION**

**PROPERTY DATA INTERNSHIP**

<table>
<thead>
<tr>
<th>Department:</th>
<th>GIS</th>
<th>FLSA Class:</th>
<th>Non-exempt</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>GIS Manager</td>
<td>Hours available:</td>
<td>7:30am – 5:00pm (flexible)</td>
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<td>Hours of work:</td>
<td>Not to exceed 30 hours per week</td>
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**INTERNSHIP SUMMARY**
The intern will verify, review, and research recorded documents including deeds, plats, declaration of condominiums, land development orders, and covenants & restrictions. Will gain understanding of partitioning of lands to include townships, sections, plats, tracts, blocks, lots, parcels, common elements, right-of-way and easements. Performs technical tasks to convert data derived from recorded documents into spreadsheets or business systems. This internship will provide fundamental knowledge and skills for a student who may be looking to pursue a career in land planning & development, real estate management, or property assessment.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES**
- Interprets recorded documents (e.g. deeds, declaration of condominium, easements, plats, right of way, restrictions) and enters or edits data in spreadsheets or business systems.
- Updates parcel characteristics and attributes in business or geographical information system (GIS).
- Searches Lee Clerk of Courts website for missing documents to derive data and perform analysis.
- May contact homeowner’s associations, developers, or real estate attorneys to clarify information.
- Reviews subdivision amenities using GIS coupled with orthogonal and oblique aerial imagery.
- Communicates effectively and professionally, verbally and in writing, with members of staff.

**COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES**
- Skill in the use of Microsoft Office products (Word, Excel, PowerPoint, Outlook) and Adobe Professional.
- Ability to transform data via standardization, cleaning, repair, and enhancement.
- Ability to read and understand subdivision plat dedications, descriptions, and notes.
- Ability to perform detail-oriented tasks, with attention to accuracy.

**EDUCATION**
Student enrolled in secondary program of study to include management, accounting, finance, or economics with a minor in real estate.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**
The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. Specific vision requirements include color perception and focus on a computer monitor for approximately 90% of the work day. The intern may occasionally be required to lift up to 25 pounds.

**OTHER DUTIES**
The listed internship specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the intern. Duties are subject to change at any time as the requirements of the internship change.

Date: October 16, 2017