

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## BUILDING PLAN SPECIALIST

**Department:** Field Services  
**Reports to:** Field Services Manager

**FLSA Class:** Non-exempt

### POSITION OBJECTIVE & SUMMARY

Performs technical and skilled tasks involving the conversion of data derived from building plans into the existing CAMA database, using the sketching and CAMA applications. Geo-references building floor plans in conjunction with aerial photography. Maintains building data needed for creating an accurate tax base for real property.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Reviews and interprets new building construction plans; convey building data into the existing CAMA system using sketching and CAMA applications; reviews existing building plan data for quality assurance.
- Creates and maintains building data for tax roll submission, including extra features and extended structural elements.
- Geo-references building floor plans using aerial photography.
- Communicates effectively and professionally, verbally and in writing, with members of the staff and the visiting public; responsible for timely answering of general taxpayer calls, providing effective resolution to inquiries and issues.
- Completes special projects as assigned to assist with changes to department procedures, data and systems.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of ESRI software (ArcGIS, ArcInfo, ArcMap etc.), and SketchPro sketching application.
- Skill in the use of Microsoft Office products (Word, Excel & Outlook).
- Ability to interpret building plans.
- Ability to perform detail-oriented tasks in a high volume work environment.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain professional working relationships with management, colleagues, and the general public.

### EDUCATION / EXPERIENCE / LICENSING

Graduation from high school or GED equivalent. Two (2) years' computerized mapping experience required. One (1) year experience interpreting building plans, preferred; experience working in a high-volume, transaction-oriented environment with daily production goals; or applicable training and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation encouraged.

### 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 abilities required by this job include attention to a computer monitor for approximately 75% of the work day. The employee may occasionally be required to lift up to 25 pounds.

### OTHER DUTIES

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.