

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

FIELD ANALYST

Department: Field Services
Reports to: Field Services Manager

FLSA Class: Non-exempt

Incumbent must be able to work from home if required. Work from home may take the form of full-time or part-time deskwork; it may require taking a company vehicle home overnight and for significant periods. The incumbent must be able to take provided computer equipment home and have a designated workspace. Internet access is required with upload and download speed to handle the processing of required data. A minimum 10 Mbps download/ 5 Mbps upload is recommended.

POSITION OBJECTIVE & SUMMARY

Under daily supervision of the field services team leader, this position is responsible for field and office based collecting, coding, keying, sketching and photographing improved commercial, condominium and residential real property throughout Lee County.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Collects and inputs all pertinent data regarding the structure(s) and other real property improvement(s) including but not limited to: DOR code, land use code, improvement type, structural elements, sub-areas, extra features, quality, condition, building footprint (sketch), and sales/rental/income information.
- Interviews property owners/representatives to obtain physical improvement, sale, rental and income data.
- Utilizes mobile/tablet computer technology to route all work and input all inspection results and digital imagery in a mobile work environment.
- Utilizes desktop computer hardware and software systems designed for office-based inspection and updating of parcel information; utilizes aerial photography and other associated tools.
- Utilizes resources to stay abreast of county, state, and federal building codes and how it relates to the construction of buildings.
- Communicates effectively and professionally, verbally and in writing, with management, colleagues and the public.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and ability to use desktop and mobile/tablet computers.
- Knowledge of appraisal principles and practices in order to perform age-life calculations and estimate observed obsolescence.
- Knowledge of the Property Appraiser's sketching application (SketchPro), CAMA system, field tablets (including but not limited to the use of the proprietary Field Work Tracking system), and any other assigned tools and equipment and the transmission of data between the CAMA system and the tablet as well as various inspection update software.
- Skill in the use of Microsoft Office applications (Word, Excel & Outlook).
- Skill in effective time management, prioritization, and organization.
- Ability to read and interpret building plans.
- Ability to utilize resources to stay abreast of county, state, and federal building codes and how it relates to the construction of buildings.
- Ability to establish and maintain professional working relationships within management, colleagues, property owners, managers, tenants and taxpayers.

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FIELD ANALYST

EDUCATION / EXPERIENCE / LICENSING

Graduation from high school or GED equivalent. One (1) year experience in drafting, data collection, real estate, construction, surveying or related field, preferred; or vocational training and/or certification in engineering, surveying, construction or related field; 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. Possession of a valid Florida Class "E" Florida driver's license required.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Exposure to outdoor environmental conditions while driving county vehicle and performing field work. Frequent standing, walking, bending, stooping, squatting, reaching, and/or working on irregular surfaces and/or heights. Auditory demands for the telephone and human interaction daily. Visual attention to computer/tablet screen at least 70% of 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.

Pay Range: \$41,000/yr - \$76,000/yr CWE