

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

PROPERTY DATA INTERNSHIP

Department: GIS	FLSA Class: Non-exempt
Reports to: GIS Manager	Hours available: 7:30am – 5:00pm (flexible)
	Hours of work: Not to exceed 30 hours per week

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