



DATA ENTRY SPECIALIST

Department: Data Operations

FLSA Status: Non-Exempt

Classification: Full-Time 37.5 hours per week

Rate of Pay: \$10.26 per hr.

Work Location: Office of the Lake County Property Appraiser. 320 W. Main St. Tavares, FL. 32778

Work Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday

SUMMARY

This is an entry-level clerical position with on the job training in the Data Operations Department entering and verifying data from recorded documents and appraisers into the tax roll computer system for the purpose of ad valorem tax assessment. The following functions, duties and qualifications are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned as deemed necessary by the Property Appraiser or his designee.

ESSENTIAL JOB FUNCTIONS

- Works closely with deed department and appraisers entering information into the tax roll computer system such as changes of property ownership, new mailing addresses, legal descriptions, new building sketches and construction elements, building permit information, changes and deletions to existing building data, land information, etc. Performs other duties and special projects as assigned or required to meet tax roll production requirements.

MINIMUM QUALIFICATIONS / EDUCATION

- Must possess a high school diploma or the equivalent. Knowledge of real estate transfers, appraisal concepts and/or residential construction is helpful but not required.
- Must possess a minimum of one year or more of clerical office experience or equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.
- Must be capable of learning custom data entry applications, processes and procedures.
- Must possess proficiency with standard office equipment. Should be familiar with and able to utilize personal computer and standard office software including Microsoft Word, Excel and Outlook.
- Must exhibit a high level of accuracy in typing / data entry skills.

- Must possess ability to follow direction, make independent decisions, solve problems, and meet production deadlines.
- Must possess organizational skills; be self-motivated; capable of working independently with minimum supervision and make accurate mathematical calculations.
- Must be capable of communicating effectively both verbally and in writing

While employed by the Lake County Property Appraiser, must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Lake County; sell LCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Employees and members of their household may not own or hold financial interest in an assessment / appraisal business.

AT WILL STATEMENT

Employment at the Lake County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Lake County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Lake County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.
