



DEEDS AND RESEARCH SPECIALIST TRAINEE

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 trainee clerical position with on the job training in the Data Operations Department responsible for preliminary tasks associated with deed processing for 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

- Obtains files and performs preliminary review of all deeds and other documents conveying real property title, performs online title research, analyzes documents for changes in title or legal description and enters preliminary data into the tax roll computer system for purposes of recording deed, ownership and sale information; may correspond with property owners, title companies, attorneys and other agencies concerning title, ownership or legal description discrepancies. 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. Working knowledge of deed types and other instruments of real property conveyance 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 for internet research and with standard office software including Microsoft Word, Excel and Outlook.

- Must exhibit a high level of accuracy in coding documents and 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.
- Must be capable of communicating effectively both verbally and in writing.
- Must be capable of demonstrating full proficiency of all essential job functions following two years of employment.

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.
