

Charlotte County Property Appraiser

Position Open:

Cartographer/GIS Technician I

Minimum Qualifications:

1. High School diploma or equivalent.
2. High level of attention to detail and quality control mindset.
3. Knowledge of legal descriptions, county assessment maps and aerials, and the ability to read and plot metes and bounds descriptions. Knowledge of Charlotte County is helpful.
4. Become proficient with CAMA system and other software programs as they apply to the work performed.
5. Ability to work independently, self-motivated, and task oriented.
6. Ability to communicate clearly and effectively, both verbally and in writing with members of the public, and internal and external customers.

General Duties:

1. Maintain parcel data in GIS using ESRI software.
2. Create, split, or combine parcels as needed by interpreting descriptions of recorded plats, deeds, or owner requests.
3. Assign new parcel numbers, determine parcel description of new parcels, and validate correct documented ownership.
4. Review, understand, and interpret legal descriptions to identify parcels. Conduct title searches to verify chain of title via public records.
5. Troubleshoot and provide applicable notification when errors are discovered within legal instruments to resolve and avoid transferring such errors into the tax roll and maps.
6. Research and interpret resource materials, such as deeds, plats, Public Land Survey System (PLSS), aerial or ortho photographs, maps, property surveys/sketches and road right-of-way maps to ensure property line location.
7. Create digital maps for appraisers to use for analysis.
8. Maintain database of surveys on file.
9. Other duties as assigned.

Salary:

\$28,031

Benefits:

HEALTH INSURANCE

Group medical coverage includes physician services, hospitalization, Prescription drugs, maternity and mental health benefits. Dependent coverage is available if employees wish to cover a spouse and/or child(ren). Premiums may be paid on a pre-tax basis.

DENTAL INSURANCE

Coverage for preventative and diagnostic care such as exams, cleanings and x-rays is at 100%. Restorative care such as fillings, extractions, root canals and oral surgery are covered after a deductible and co-insurance limits have been satisfied. Major services such as crowns, dentures and bridges are covered after a deductible and co-insurance have been satisfied. Orthodontic coverage is also available for children under age 19.

VISION COVERAGE

Coverage includes an eye examination, lenses, frames or contact lenses paid at 100% after a \$10 deductible. Exams and lenses are available every 12 months; frames are available every 24 months.

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D):

Term life insurance and AD&D coverage equal to two times annual salary, not to exceed \$50,000. Premium is at no cost to employees.

LONG TERM DISABILITY (LTD)

An optional benefit available at the employee's expense. LTD provides coverage after an employee is unable to work for 6 months. The benefit is 60% of monthly salary up to age 65, or according to the age schedule if over 65 at the time of the disability.

SHORT TERM DISABILITY (STD)

An optional benefit available at the employee's expense. STD Provides replacement of wages when an employee is unable to work due to a non occupational injury/illness. The benefit is 60% of weekly salary after the employee has been unable to work for 30 days.

FLEXIBLE SPENDING ACCOUNTS

Medical and dependent care accounts are available on a pre-tax basis for payment of qualified out-of-pocket medical or daycare expenses.

OTHER OPTIONAL PLANS

During Open Enrollment, optional plans are available at the employee's expense. These include cancer policies, accident policies and optional life insurance for employee, spouse and child(ren).

The County also offers retirement plans and other Special discount offers not listed here.

Where to Apply:

Send Resume and application to rp@ccappraiser.com
or
18500 Murdock Circle, Room 328
Port Charlotte, Florida
33948-1076

Closing Date:

Open until position filled.

APPLICATION

An [application](#) must be completed. If a resume is available, please attach it to the completed application. This application pertains to openings in the Property Appraiser's office only. If you wish to apply for a position with the Board of County Commissioners or another Constitutional officer you must complete another application at those offices.

REVIEW OF QUALIFICATIONS

All active applications are reviewed when a position becomes available. If you are to receive further consideration at that time, you will be contacted by telephone. If you are not contacted, your application will remain in our active file. All applications are kept active for six months from the date of application. If you call to update your application within those six months, the application will be updated from the date of your call.

INTERVIEW

Interviews are granted on the basis of qualifications, depending on the position that is available.

SELECTION

At each step in the process a candidate's qualifications are carefully reviewed for further consideration. If you are selected for the position you will be notified via telephone and given an exact date and time to report to work. If you are interviewed and not selected, you will receive notification by mail stating that the position has been filled. Your application will remain in the active file.

Thank you for your interest in the Property Appraiser's Office. If you have any questions, please call 743-1470.

NOTE: Please retain this letter for your records.