

PUTNAM COUNTY PROPERTY APPRAISER

JOB TITLE: DEED PROCESSOR

POSTING DATE:

NOTE: THE PROPERTY APPRAISER'S OFFICE IS A TOBACCO FREE WORKPLACE

GENERAL DESCRIPTION

Progressively responsible work in making transfers of property based on deed or other conveyances, calculating land units, manipulating and updating GIS layers and assisting the public in questions relating to land parcels.

ESSENTIAL JOB FUNCTIONS

1. Researches copy of recorded instruments to ascertain location of grantees' property on County parceling maps.
2. Performs basic spatial analysis on GIS data layers and plots new location on maps.
3. Manipulates GIS data layers to produce maps, reports and other products.
4. Alters legal description on tax roll and revises assessment values accordingly.
5. Calculates new land values for tax roll.
6. Cuts out new recorded plats on tax roll to reflect new sales.
7. Qualifies/disqualifies sales for Department of Revenue audit purposes.
8. Write letters concerning deed problems.
9. Performs combining of parcels.
10. Utilizes County parceling maps, recorded and unrecorded plats, surveys, road maps, topography maps, aerial photos, books, tax rolls and past recorded instruments in performing research.
11. Assists the public including County and State officers, real estate office, lending institutions, engineering firms, surveyors, title companies, lawyers, owners and buyers, either in person, by letter, or on the telephone relating to land parcels.
12. Abstracts land titles.
13. Generates certificates of correction to tax rolls as needed.
14. Assists staff in creating partial redemptions out of certificated parcels.
15. Uses computer to make changes to legal descriptions and notes and sales.
16. Files parcel card inserts and stuffs envelopes.
17. Performs related work as required.

(These essential job functions are not be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of the procedures used in cartographic and topographic presentations on land maps.
2. Knowledge of legal terminology used in tax assessment work.
3. Knowledge of principles, techniques and terminology of Geographic Information Systems, including Geography, geodetic control, cartography, relational databases, and Global Positioning Systems (GPS)

4. Knowledge of all types of deeds and instruments.
5. Knowledge of the methods for granting and transferring title of property.
6. Ability to understand laws and regulations affecting property appraisal.
7. Ability to express oneself clearly and concisely to the general public.
8. Ability to establish and maintain effective working relationships with the public and County employees.
9. Ability to read and interpret a wide variety of maps, plats, aerial photographs and cartographic records.
10. Proficiency with computer software such as MS Word, Excel, PowerPoint, etc.

EDUCATION AND EXPERIENCE

1. Associate's degree from an accredited college with major course work in computer science, geography, GIS or land-related discipline; and three (3) years of experience using GIS for developing data, creating spatial overlays and preparing maps.
2. Five (5) years of experience in abstracting, deed analysis, legal work or related work.

A comparable amount of professional certification, education, training or experience may be substituted for the minimum qualifications of the college degree.

ESSENTIAL PHYSICAL SKILLS

1. Acceptable eyesight (with or without correction)
2. Acceptable hearing (with or without correction)
3. Ability to access file cabinets for filing or retrieval of data
4. Ability to sit at a desk and view a display screen for extended periods of time
5. Ability to answer a phone
6. Ability to climb and descend stairs.

ENVIRONMENTAL CONDITIONS

1. Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

STARTING SALARY RANGE: DEPENDING ON QUALIFICATIONS

DEADLINE FOR RECEIPT OF APPLICATION: OPEN TILL FILLED

APPLY ONLINE: www.putnam-fl.com or

TO REQUEST AN APPLICATION VIA EMAIL:

WE ARE AN EQUAL OPPORTUNITY/VETERAN'S PREFERENCE/ADA/E-VERIFY EMPLOYER.