

Residential Field Appraiser

Starting Salary: \$35,000 - \$50,000

Closing Date: December 16, 2024

Are you currently seeking a new job opportunity? Look no further! The Leon County Property Appraiser is currently hiring for a Residential Field Appraiser.

Job Description

The residential field appraiser gathers and verifies data on single family homes, townhomes, duplexes, and manufactured homes. The data collection includes but is not limited to, measuring structures, physically inspecting the exterior and interior of buildings, and photographing the property. During the physical inspection, the field appraiser will verify construction quality and condition, special features, renovations, or improvements. This position requires one to read and interpret maps, plats, deeds, blueprints, permits, and other similar documents. While some tasks, such as data entry and desktop reviews, are performed in the office, much of the job requires outside work. It is essential that field appraisers exhibit strong communication and personal relationships skills because of the interaction with taxpayers, property owners, and other government agencies.

Essential Duties

Responsibilities include but are not limited to:

- Inspect property to verify characteristics and condition.
- Review building permits, and sales.
- Measure and sketch residential improvements.
- Establish quality grades and effective age.
- Navigate using digital maps with GPS related tools.
- Communicate with property owners/agents to explain valuations.
- Provide excellent public relation skills, with prompt, knowledgeable and courteous customer service in every situation.
- Perform other department or office duties as needed.
- May be required to conduct damage assessment in coordination with federal and state emergency management offices during the aftermath of local disasters such as hurricanes or tornadoes. Contingencies such as these may require after-hours or weekend duty.

Job Requirements

Required Education and Experience:

- A high school diploma or equivalent, or
- An equivalent combination of education, training, and experience.
- A valid Driver's License.

Job classification and work hours

This position is non-exempt and the expected work hours are Monday through Friday, 8:30 am – 5:00 pm. Flextime may be available after successfully completing the probationary period.

Benefits Package:

We offer a benefits package that not only support your health and financial well-being but also encourages work-life balance and community involvement.

- **Paid Holidays:** 10 paid holidays give you time to relax and recharge throughout the year.
- **Leave Accrual:** Monthly accrual of annual and sick leave provides flexibility and security for personal time off.
- **Personal Days:** 3 paid personal days allow for additional time off when needed.
- **Community Involvement Leave:** Opportunities to take leave for volunteering in the community.
- **Life Insurance:** Employer-paid life insurance offers financial peace of mind for you and your family.
- **Health Insurance:** Medical, vision and dental insurance options ensure comprehensive healthcare coverage.
- **Supplemental Insurance:** AFLAC provides additional coverage for unexpected health expenses.
- **Retirement Plan:** Participation in the Florida Retirement System with employer and employee contributions helps secure your financial future
- **Deferred Compensation Plans:** These plans offer additional saving options for retirement.
- **Tuition Reimbursement:** Supports your ongoing education and professional development.
- **Professional Development:** Certified Florida Evaluator (CFE) Certification, incentive pay will be granted upon successful completion of the program.

How to apply

To apply for the Residential Field Appraiser position, follow these steps:

1. **Download the application:** [Click here](#) to download the application
2. **Complete the application:** Fill out the application thoroughly, ensuring all requested information is included.
3. **Submit your application and resume:** You can submit your completed application and resume in one of the following ways:
 - Email: lcpa.hr@leonpa.gov
 - Mail: Leon County Property Appraiser
Attn: Human Resources
315 South Calhoun Street, 3rd Floor
Tallahassee, Florida 32302
 - Deliver: Deliver in person to the same address above

If you have any questions, please call Human Resources at 850-606-6216 Monday through Friday, between 8:30 a.m. and 5:00 p.m.

[Click here](#) to view the job description.