



# JOB OPENING

Calhoun County Property Appraiser  
20859 Central Ave. E. Room 112  
Blountstown, FL 32424  
850-674-5636 (Option 3)

## Job Title: Data Processor

This job is posted with the One Stop Career Center 850-674-5088

**EmployFlorida.com**

**Job Number: 11838576**

**Closing Date: March 31, 2022**

**Hours: 8:00 a.m. – 4:00 p.m. Monday-Friday**

**35 hours per week**

**Salary: Depends on Experience**

### SUMMARY

This is an entry level position with on-the-job training, duties include collecting, verifying, and analyzing data from residential and commercial properties and from the sale of residential properties for the purpose of ad valorem tax assessment. This job will also require some field work. 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.

### ESSENTIAL JOB FUNCTIONS

- Entering information in the computerized mass appraisal system such as construction elements, building permit information, changes and deletions to existing building data, land information, building sketches, etc.
- Utilize digital imagery, tax roll parcel data, property maps, map software and other sources of information to conduct desktop reviews of assigned properties to fulfill statutory requirements of five-year physical inspection.
- Utilize edit reports to assure data cleanliness and calculations for tax roll production.
- Utilize edit reports and aerial imagery to perform in-depth reviews to locate missing or inaccurate field assessment data elements. Utilize and evaluate tools available for data collection research.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts as directed by supervisor.
- Ability to read maps for navigational purposes. Familiarity with Calhoun County is preferred.
- Must be knowledgeable in the use of mobile devices; tablets may be utilized for accurate data entry.
- Must be able to work in the field when needed and tolerate extremes of weather conditions common to North Florida.

### MINIMUM QUALIFICATIONS / EDUCATION

- Must possess a high school diploma or the equivalent. Minimum of one (1) year of work experience required. Experience in, or knowledge of, real estate appraisal and/or residential construction is preferred.
- Must possess and maintain a valid Florida Driver's License with acceptable driving record.
- Must pass background and drug screening.

**Benefits include: Florida Retirement System, Paid Vacation and Sick Leave, Medical, Life Insurance**