



JOB OVERVIEW	
JOB TITLE	Deeds & Sales Qualification Technician
DEPARTMENT	Customer Service
LOCATION	4030 Lewis Speedway, Ste. 203, St. Augustine, FL 32084
REPORTS TO	Deeds & Property Ownership Coordinator

JOB SUMMARY

This position performs specialized duties for updating and maintaining the Computer Assisted Mass Appraisal (CAMA) databases based on research and analysis of Official Records and verification of property deeds and sale data for the purpose of assessment.

MAJOR DUTIES

- Gathers, researches, and analyzes Official Records for the purpose of applying property ownership updates to the applicable database.
- Maintains logs and files instruments for tracking their completion.
- Inspects, reviews, researches and verifies property sales in compliance with State of Florida standards, as measured by the sales ratio analysis of the tax roll.
- Contacts home owners, attorneys, title companies, real estate brokers and agents, and others to determine the intent and characteristics related to a sale.
- Communicates with Commercial and Residential Appraisal staff and utilizes workflow between departments to support the sales qualification process.
- Conducts field investigations, extensive online research, and interviews homeowners regarding sale data.
- Sends daily mailings to issue Sales Questionnaires to all new property owners.
- Prepares a variety of regular and special reports related to sale data.
- Runs queries to verify accuracy of ownership records and sales verification data; corrects records to maintain data quality when necessary.
- Provides taxpayers or their representatives with sale data.
- Interprets metes & bounds legal descriptions on deeds and posts instruments accordingly.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of appraisal terminology.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Preferred experience or knowledge of real estate transactions and familiarity with sale characteristics.
- Preferred experience or knowledge regarding title law.

SUPERVISORY CONTROLS

The Property Ownership and Deeds Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Florida Statutes, administrative codes, and the Property Appraisers Office Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. Working with incomplete or ambiguous data contributes to the complexity of the position.
- The purpose of this position is to perform specialized duties in support of deed and sales research and analysis functions for the Property Appraiser’s Office. Success in this position contributes to the efficiency and effectiveness of Office operations.

CONTACTS

- Contacts are typically with other county employees, property owners, mortgage companies, title companies, real estate agents, developers, contractors, attorneys, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office but will require occasional field work to support the sales qualification process.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain "Certified Florida Evaluator" designation through the Florida Department of Revenue.

ACKNOWLEDGEMENT:

I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with St. Johns County Property Appraiser.

Signature

Date