

HERNANDO COUNTY PROPERTY APPRAISER
JOB DESCRIPTION

JOB TITLE: Addressing Technician	PAY GRADE: 313
DEPARTMENT: Addressing	SALARY RANGE: \$34,721-\$54,200
REPORTS TO: Chief Deputy of Administration & Technology	POSITION TYPE: Non-Exempt

Applications may be picked up at the Property Appraiser's Office or are available on our website (www.hernandocounty.us/pa). Submit the completed application and copy of your resume to Manuel Padron, Chief Deputy of Administration and Technology at 201 Howell Avenue, Suite 300 Brooksville, FL 34601-2042. Applications will be accepted until position is filled.

GENERAL DESCRIPTION:

This position requires the individual to assist in the creating and maintenance of all roadways and addresses in the centralized, countywide GIS-based Addressing system for Hernando County. Assists coordinator in all aspects of roadway naming and addressing assignment.

ESSENTIAL JOB FUNCTIONS:

- ★ Assign roadway names and addresses utilizing the Computer Assisted Mass Appraisal software and Geographic Information System (GIS).
- ★ Enter transactions of all letters mailed to enable tracking of projects to ensure follow up for compliance.
- ★ Assign addresses to new parcels, subdivision, residences, electric facilities, etc. and create a receipt.
- ★ Assist in the process of street name requests and street name change petitions from the public & other agencies.
- ★ Assist in the Update/Analyze/Maintain the Department of Revenue Communications Services/Insurance Premium Tax Database for both County & City of Brooksville.
- ★ Assist in the maintenance of the Transportation Services roadway Centerlines/interface with DPWSYS and coordinate all Transportation roadway related maintenance.
- ★ Assist in all Code Enforcement addressing inquiries or non-compliance with addressing standards.
- ★ Maintain Hydrant Address database for asset management & Fire Rescue Firehouse database. Assigning addresses to hydrants.
- ★ Assist in all Addressing related correspondence & project approval with Developers, Contractors, etc...all subdivision related roadway naming and addressing.
- ★ Coordinate the mailing move update process & maintain the mailing address database used by multiple county organizations.
- ★ Travel required for county department meetings and training.

JOB STANDARDS:

Education: High School Graduate or GED Certification
Experience: Minimum 2 years clerical experience
Licenses/Certifications: Complete Cadastral & ESRI GIS online courses
Must possess & maintain a FL Drive License & be insurable by insurance carrier

EQUIPMENT USED:

★ Motor vehicle, personal computer, printer, calculator, cash register, facsimile machine, copier, telephone, plotter and other office equipment

CRITICAL SKILLS/EXPERTISE:

- ★ Ability to express ideas clearly and concisely in writing or orally in a friendly manner
- ★ Ability to use software programs related to job functions accurately and efficiently
- ★ Must be able to establish and maintain effective working relationships with other Deputies, County Departments, governmental agencies and businesses
- ★ Ability to interact in a team environment with co-workers with tact and diplomacy
- ★ Ability to analyze facts and exercise judgment, arriving at valid conclusions
- ★ Ability to work independently, be self-motivated and task oriented
- ★ Ability to understand and interpret oral and written instructions
- ★ Knowledge of office procedures, correspondence and standard business practices
- ★ Receive financial transactions from taxpayers, operate cash register, prepare cash recap form & make deposits

ESSENTIAL PHYSICAL SKILLS: Constantly operates a computer and other office machines such as a calculator, printer, facsimile machine, etc. Constantly be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS: Office environment working closely with others. Occasional off-site training.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER