

## VACANCY ANNOUNCEMENT

JOB TITLE: Field Analyst

POSTING DATES: Until position filled

WORK LOCATION: LaBelle, Hendry County, Florida

PURPOSE OF JOB: To assist the Property Appraiser's Office in establishing property values of improved properties for ad valorem purposes. Measure building structures, draw sketches to scale, identify structural features and characteristics, make quality judgments, conduct inventories, and record descriptive data.

### DUTIES AND RESPONSIBILITIES:

#### Main Duties and Responsibilities:

1. Identify and locate properties from plats, maps, and legal descriptions.
2. Visit sites, interview owners, tenants or agents to obtain necessary information, measure the perimeter of buildings, draw sketches to scale, compute the area in square feet or as appropriate, determine the location and dimensions of structural improvements.
3. Advise property owners concerning methods and procedures used in determining property values, and answer questions relative to property values and appraisal techniques, furnish information, assistance and advice on other matters of property ownership, ad valorem assessments, and exemptions.
4. Identify structural features of buildings, and make judgments concerning the type of construction and the quality involved in the construction.
5. Work from building permits, estimate when project will be completed and schedule first on-site visit; calculate square footage of pools, decks, patios, spas, etc. and record data in the appropriate database.

### MINIMUM QUALIFICATIONS:

- Must be able to comprehend, speak and write the English language.
- Must possess good interpersonal and communication skills.
- HS Diploma or Equivalent
- Possess a valid Florida Driver's License

TO APPLY: Application may be obtained from the Hendry County Property Appraisers Office from 8:30am to 5:00pm Monday through Friday located:

25 E. Hickpochee Ave  
Room A329  
LaBelle, FL 33935-5015

HENDRY COUNTY PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER  
HENDRY COUNTY PROPERTY APPRAISER IS A DRUG FREE WORKPLACE  
PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND SPOUSES