

## **Data Entry Operator**

Starting Salary: \$35,000  
Closing Date: February 13, 2024

We are currently seeking a detail-oriented and motivated individual to fill the role of a Data Entry Operator. If you have a keen eye for accuracy, a passion for technology, and the ability to collaborate effectively, this position could be a perfect fit for you.

### **Job Description**

This clerical position is responsible for entering detailed parcel data into the Computer Assisted Mass Appraisal (CAMA) system, including information on structural elements, sketches, and types of construction. This position is also responsible for inputting imagery collected by field appraisers and collaborating with field staff to address errors identified through the quality control process.

### **Essential Duties**

Responsibilities include but are not limited to:

- Acquire knowledge of Computer Assisted Mass Appraisal (CAMA) software.
- Acquire knowledge of Geographic Information Systems (GIS) or satellite imagery software.
- Enters detailed parcel data into CAMA system, including structural elements, sketches, types of construction and the quality involved in the construction.
- Enters imagery collected by field appraisers.
- Interacts with Field staff as to errors found through the quality control process.
- 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.

### **Job classification and work hours**

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

### **Benefits:**

- 10 paid holidays
- 3 paid personal days
- Leave available for volunteering, donating blood, local school activities, etc.
- Life Insurance (paid by employer)
- Medical, Vision, and Dental insurance options
- AFLAC – supplemental insurance
- Retirement Plan with the Florida Retirement System including contribution by employer
- Deferred Compensation Plans
- Tuition Reimbursement Program

### **How to apply**

Applicants must submit a Leon County Property Appraiser's application by Tuesday, February 13, 2024. [Click here](#) to download the application. If you have any questions, please call Human Resources at 850-606-6216 Monday through Friday, between 8:00 a.m. and 5:00 p.m.