

## **Ownership Records Clerk**

Starting Salary: \$35,000  
Closing Date: November 3, 2024

Ready for a new opportunity? The Leon County Property Appraiser is hiring an Ownership Records Clerk to join our team!

### **Job Description**

The Ownership Records Clerk provides essential support to the Ownership Records Department. This role involves maintaining accurate property records in compliance with Florida laws and regulations set by the Florida Department of Revenue, as well as internal policies and procedures. The clerk services as a positive representative of the office, delivering courteous and efficient customer service while handling taxpayer personal information confidentially and accurately.

### **Essential Duties**

Responsibilities include but are not limited to:

- Provide information and assistance to customers via phone, email, and in-person
- Maintain a thorough understanding of public records and how to search those records
- Properly identify and interpret documents relevant to property ownership
- Review and verify legal descriptions
- Process ownership and mailing address changes
- Recognize documents and changes pertinent to other departments and route them appropriately
- Identify and address documents-in-error
- Prepare tax roll corrections
- Assist with quality control on work completed by department colleagues

### **Job Requirements**

Required Education and Experience:

- A high school diploma or equivalent, or an equivalent combination of education, training, and experience

## **Competencies:**

- Skill in using a personal computer with standard office software and learning new software applications
- Ability to communicate effectively, orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to maintain confidentiality

## **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 Package:**

We offer a benefits package that not only support your health and financial well-being but also encourages work-life balance and community involvement.

- **Paid Holidays:** 10 paid holidays give you time to relax and recharge throughout the year.
- **Leave Accrual:** Monthly accrual of annual and sick leave provides flexibility and security for personal time off.
- **Personal Days:** 3 paid personal days allow for additional time off when needed.
- **Community Involvement Leave:** Opportunities to take leave for volunteering in the community.
- **Life Insurance:** Employer-paid life insurance offers financial peace of mind for you and your family.
- **Health Insurance:** Medical, vision and dental insurance options ensure comprehensive healthcare coverage.
- **Supplemental Insurance:** AFLAC provides additional coverage for unexpected health expenses.
- **Retirement Plan:** Participation in the Florida Retirement System with employer and employee contributions helps secure your financial future
- **Deferred Compensation Plans:** These plans offer additional saving options for retirement.
- **Tuition Reimbursement:** Supports your ongoing education and professional development.
- **Professional Development:** Certified Florida Evaluator (CFE) Certification, incentive pay will be granted upon successful completion of the program.

## **How to apply**

To apply for the Ownership Records Clerk position, follow these steps:

1. **Download the application:** [Click here](#) to download the application
2. **Complete the application:** Fill out the application thoroughly, ensuring all requested information is included.
3. **Submit your application:** You can submit your completed application in one of the following ways:
  - Email: [lcpa.hr@leonpa.gov](mailto:lcpa.hr@leonpa.gov)
  - Mail: Leon County Property Appraiser  
Attn: Human Resources  
315 South Calhoun Street, 3<sup>rd</sup> Floor  
Tallahassee, Florida 32302
  - Deliver: Deliver in person to the same address above

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.

[Click here](#) to view the job description.