

Walton County Property Appraiser Employment Announcement

Field Appraiser I

Reports to: Residential Department Supervisor

Location: DeFuniak Springs Office

Position Summary:

- Perform routine field and office work in the collection of land and property data for appraisal purposes.
- This position is considered a non-exempt position with the Walton County Property Appraiser’s office.

Abilities, Knowledge and Skills:

- General office equipment, basic math, and spelling skills
- Compile records necessary for building appraisals, including building permits, blueprints, maps, zoning classifications, legislative resolutions, special permits and folios
- Measure perimeter of structures
- Draw sketches to scale
- Compute area and perimeter of structural improvements
- Review property records and other data for physical characteristics, area development, accessibility, population trends, transportation, schools, and facilities
- Use tablet to input data in the field and manage property records
- Oral and written communication skills to assist the public in a professional manner.

Education and Experience:

High school diploma or equivalent. Preferred: Knowledge of appraising, real estate, or construction

General Information:

This position requires a large part of work to be done outdoors and in various weather conditions. Must be able to lift up to 20 pounds. Must have valid Florida driver’s license. Background check and drug test are required. All employees are classified as ‘at will’ employees.

Posted: May 22, 2023

Closes: June 5, 2023

All individuals interested in applying are required to complete an application found on our website, www.waltonpa.com. Completed applications should be submitted in one of the following ways:

- Mailed to Walton County Property Appraiser, Attn: Human Resources, P.O. Box 691, DeFuniak Springs, FL 32435
- Emailed to paadmin@waltonpa.com
- Sent via fax to (850) 892-8743

The Property Appraiser’s Office is an Equal Opportunity Employer and & Drug Free Workplace.