



Jefferson County
Office Of The Property Appraiser

Angela Gray, Property Appraiser

APPOINTMENT APPLICATION INFORMATION

The Jefferson County Property Appraiser's Office (JCPA) values our diverse workforce and actively promotes career advancement and professional development. We offer competitive salaries and an excellent benefits package.

Our office is always searching for applicants who can accept change, challenge, and a commitment to our community. We look for those with excellent communication skills, relevant professional experience, and job related skills. Also, basic computer skills -- "computer literacy" in a Microsoft Windows work environment -- are an essential job function of EVERY position in our office. Further, EVERY position in our office helps customers at key points throughout the tax year by taking homestead applications, answering questions, assisting at the call center, etc., as needed.

Applicant résumés or job applications may be submitted to us by doing any one of the following:

Faxed to our office at 850-997-0988

Mailed or hand-delivered to between the hours of 8:00 AM and 5:00 PM
Jefferson County Property Appraiser's Office
480 W. Walnut Street (physical address)
P.O. Box 63, Monticello, Florida 32345

All résumés and applications are kept on file and "active" for one year from the date of receipt. If you are selected for appointment, you will be required to undergo and pass a drug screening test (at our expense) and background examination prior to your first day of appointment. Most positions are initially filled near the lower end of the listed salary range. Any person requiring an accommodation because of disability to participate in our appointment application process must contact our office in advance at 850-997-3356. We are an Equal Opportunity Employer and a drug-free workplace.

Application for Deputy Appointment

Directions

Applicants for appointments with the Jefferson County Property Appraiser (JCPA) should complete this application in its entirety and take the following steps:

If an interview is requested, applicant will be asked to provide a signed copy of your Social Security card and a copy of your driver's license with your application. The Social Security card must be in your legal name. If you do not have a driver's license, you must furnish another form of photo identification such as a passport.

(Please Print)

PERSONAL DATA

Name:			
Social Security Number:		Application Date:	
Present Address:			
Permanent Address:			
Phone:	()	Alternate Phone	()
Email Address:			

How did you hear of this opening? _____ Date available to begin work? _____

Have you ever worked for Jefferson County Government? Yes No, When & Where?

Give name and relationship of any relatives who are employed with the Jefferson County Property Appraiser's Office

Will you accept: Temporary work? Yes No Part-time? Yes No Week-end/Holiday? Yes No

Are you: Over 18 years old? Yes No Citizen of the U.S.? Yes No

Legally eligible to work in the U.S.? Yes No

Do you have a valid Drivers License? Yes No License # _____ State _____

NOTE: Possession of a valid drivers license is not an essential function of all appointments offered by the Jefferson County Property Appraiser. Answering "No" to this question is not necessarily a bar to consideration for appointment.

Have you received any traffic citations in the past 3 years? Yes No

Please indicate type of offense and dates

Have you ever been convicted or pleaded guilty or no contest to any crime? Yes No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress)? Yes No

If YES, please explain: (including nature and disposition): _____

Are you a claiming veterans' preference? Yes No

If yes, please complete the Veteran's Preference form attached to this application.

Have you ever been suspended, dismissed, or asked to resign from any job? Yes No

If YES, explain in detail: _____

EDUCATION

HIGH SCHOOL

Name: _____ Location: _____

Circle highest grade completed: 7 8 9 10 11 12 Graduated? Yes No

If not a high school graduate, do you have a GED? Yes No

COLLEGES/UNIVERSITIES

NAME OF SCHOOL	CITY	STATE	HRS.	HRS.	DEGREE	EARNED
			EARNED	EARNED		
			QTR.	SEM.		

Describe special vocational or business courses you have taken which relate to the job for which you are applying.

Special skills, qualifications, and certifications which relate to the job for which you are applying (language skills, typing skills, and business equipment or machine operating skills).

WORK HISTORY

Describe your work history BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. Include military, volunteer experience and periods of unemployment. Complete addresses with zip code and phone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Please explain any gaps in employment history. You may attach additional pages, if necessary.

Name of Organization or Firm:	Telephone:	Date Employed	
		From Mo/Yr	To Mo/Yr
			Total Time Employed:
Address:	City	State	Zip Code
Street			
Official Job Title:	Name Of Supervisor:	Pay: Start	End
Responsibilities:			
Specific Reason For Leaving:			

Name of Organization or Firm:	Telephone:	Date Employed	
		From Mo/Yr	To Mo/Yr
			Total Time Employed:
Address:	City	State	Zip Code
Street			
Official Job Title:	Name Of Supervisor:	Pay: Start	End
Responsibilities:			
Specific Reason For Leaving:			

Name of Organization or Firm:	Telephone:	Date Employed	
		From Mo/Yr	To Mo/Yr
			Total Time Employed:
Address:	City	State	Zip Code
Street			
Official Job Title:	Name Of Supervisor:	Pay: Start	End
Responsibilities:			
Specific Reason For Leaving:			

AUTHORIZATION TO RELEASE INFORMATION

I have made application for appointment with the Jefferson County Property Appraiser's Office. I authorize my former employers to give any information regarding my employment and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing the same.

May we contact your present employer? Yes No Other

You must sign the "Authorization to Release Information" statement to enable us to contact prior employers, even though we may not contact your present employer.

Date _____

Applicant's Signature _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for appointment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of appointment. The Property Appraiser's Office collects your Social Security Number for purposes of identification and verification, driving record and a background investigation, which may result in the preparation of a comprehensive report. A decision to hire an applicant is contingent on the results of the report. I authorize investigation of all statements contained in this application and hereby release the Company and any person, company or institution that provides information from all liability for any damage that may result from the use or disclosure or such information or report.

Date _____

Applicant's Signature _____

Resumes, letters of reference, etc. submitted with this application become property of the Jefferson County Property Appraiser's Office and cannot be returned. The information you have provided on this application is subject to public disclosure under the Florida Open Records Act, with the exception of social security number.