



Wesley Davis, CFA

INDIAN RIVER COUNTY PROPERTY APPRAISER

"Your Property Is Our Priority"

1800 27th Street ☉ Vero Beach, FL 32960

772-226-1469

Organization: Indian River County Property Appraiser's Office

Location: 1800 27th Street, Vero Beach, Florida 32960

Application Deadline: N/A

Position Description

Title: Customer Service Representative II

Department: Rolls and Records

Starting Salary: \$41,039.00 – \$63,611.00 Annually (hourly position)

Job Type: Full-time (Monday – Friday, 8am to 5pm)

Website: <https://www.ircpa.org>

Position Summary: The Office of the Indian River County Property Appraiser is accepting applications for a Customer Service Representative II. The essential function of the position within the organization is to provide customer service to taxpayers in person, over the phone and through written communication. Duties include intake of a variety of exemption applications, knowledge of other County Departments and their functions, and have an overall understanding of all positions within the Property Appraiser Office. Position requires contact with the public and strong customer service skills.

Position Qualifications: High school diploma or equivalent is preferred.

3 years or more of previous Customer Service and/or office experience in- house or with another agency or Property Appraiser's Office

Benefits: Position provides a comprehensive benefit package including paid holidays, vacation, and sick leave.

Go to "Employment" at www.ircpa.org to access and review the complete job description, benefits package, and employment application.

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