

## **Employment Notice**

**Posting Date:** June 24, 2009

**Position:** Property Appraiser and License Verifier (4)

**Department:** Citizens

**Office Location:** Sunrise, FL

### **Job Description:**

This is a temporary position for approximately 3 – 6 months. This position is responsible for checking, verifying, transferring and entering information from the internet into a company database on the computer.

### **Requirements:**

- Must have a good command of the English language with the ability to communicate clearly.
- Must have good oral and written communication skills with the ability to compose grammatically correct written correspondences.
- Must be efficient in entering data into a computer system at an acceptable rate of speed with a high degree accuracy.
- Must be familiar with the use of computer terminals and basic office skills, light typing, etc.
- Ability to work independently and to carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices for top efficiency.
- Ability to work well with others, cooperatively, professionally, and courteously.
- Work overtime as requested.

### **Work schedule:**

Monday through Friday 8:00am-5:00pm

**Individuals interested in interviewing for this position should contact Human Resources by fax 954-331-4828 or internet only [www.macneillgrouphr.com](http://www.macneillgrouphr.com).**