

ASSESSMENT RECORDS SPECIALIST I

CODES/PAY GRADE

Class Code: 4305

EEO Code: F

Pay Grade: 111

MAJOR FUNCTION

Responsible, specialized clerical work involving the completion and process of applications and forms for the public in the Office of the Property Appraiser including tax exemptions, exemption denials, and property tax returns.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in preparation of annual tax roll.

Prepares assessment notices, exemption applications and associated returns for mailing. Completes and processes homestead, widow and disability exemptions, renewals and denials; residential, commercial, agriculture and tangible personal property tax returns; and other forms as needed.

Furnishes information and assistance to the general public in person and over the phone with regard to assessed values, legal descriptions, exemptions and structures.

May be assigned to enter data into the OASIS mainframe on-line computer system. This involves keying data from deeds, property information sheets, land and/or neighborhood data using either a computer terminal or personal computer (PC).

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office procedures and practices as they relate to an appraisal office. Knowledge of basic mathematics and of local tax structures as applied to general taxation and assessment. Knowledge of the processes involved in the assessment processing of deeds. Knowledge of data and procedures involved in the appraisal of residential and/or commercial and/or vacant land and/or personal property parcels for assessment purposes.

Ability to keep accurate records and to operate calculator and computer with reasonable proficiency.

(Assessment Records Specialist I continued)

Ability to establish and maintain effective working relationships with other employees and the general public. Ability to learn and apply Florida laws, rules and regulations governing property exemption.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, and one (1) year of experience in assessment clerical work, or related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal and technical documents, manuals and procedures; legal descriptions, maps, financial records; memos, reports, safety procedures, instructions. Ability to perform general mathematical functions. Ability to speak clearly and concisely relaying technical information to laymen. Ability to write letters, reports, summaries relaying information, data and details.