

## **ASSESSMENT RECORDS SUPERVISOR**

### CODES/PAY GRADE

Class Code: 4312

EEO Code: F

Pay Grade: 210

### MAJOR FUNCTION

Responsible supervisory and technical work planning, organizing and coordinating the work of the exemption/records section of the Property Appraiser's office.

### 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.)

Oversees the efficient and accurate receipt and process of property tax exemptions and tax roll corrections.

Supervises subordinate employees assigned to section including hiring, training, evaluating, discipline and leave approval. Assigns, reviews and coordinates tasks assigned to employees to ensure efficiency and productivity of section.

Coordinates section activities with other department sections/divisions and other County departments. Ensures timely preparation and dissemination of forms, applications and notices to public.

Recommends procedures to promote efficiency and expedite the flow of work. Compiles and manages all correspondence pertaining to the unit.

Interprets laws, Attorney General rulings and regulations pertaining to general taxation of real estate.

Assists public and staff with most complex, difficult cases, investigations, etc. Assists with completion and process of homestead, disability and widows' exemption applications, real estate, tangible property returns, etc.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal descriptions. Knowledge of legal instruments, terms, procedures, and techniques used in property appraisal and tax assessment record keeping. Knowledge of departmental rules and

**(Assessments Records Supervisor continued)**

regulations. Knowledge of Florida statutes covering general taxation of real estate.

Ability to plan, organize, assign, supervise and inspect the work of subordinates engaged in assessment records keeping. Ability to follow technical oral and written instructions. Ability to work with and for the general public.

Skill in the application of modern principles and techniques in assessment record keeping.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Finance, Real Estate, or related field, and two (2) years of progressively responsible assessment related experience including some supervisory experience or management training.

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. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94