

SPECIAL MAGISTRATE APPLICATION
COUNTY OF VOLUSIA VALUE ADJUSTMENT BOARD

(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN [F.S. § 194.035](#))

Please type or print. If more space is needed, attach additional sheets. Applicants may supplement their application with a resume. However, a resume cannot be used in lieu of an application.

Application for: ___ Attorney Special Magistrate
 ___ Appraiser Special Magistrate
 ___ Real Property and /or ___ Tangible Personal Property

APPLICANT INFORMATION

Name: _____ Email: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Cell: _____

LICENSURE/EXPERIENCE

Attorney Magistrate Applicant: Bar Number: _____ Date of Admission: _____
Years of experience in Ad Valorem Taxation: _____

Appraiser Magistrate Applicant:

Residential License #: _____ General License #: _____
Years of experience in Real Property Valuation: _____
Years of experience in Tangible Personal Property Valuation: _____

QUALIFICATIONS

1. Educational Background: _____

2. If you currently or previously have served as a special magistrate, please provide the municipality or county and dates served.

3. Provide name and contact information of at least two individuals who can attest to your years of experience in real property appraisals, tangible personal property appraisals, or ad valorem taxation.

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4. Have you ever been dismissed, terminated or denied appointment as a special magistrate for poor or improper performance? ____ No ____ Yes (please explain)

5. List each organization, recognized by the real estate appraisal industry or the professionals in that field, in which you are currently or have previously been a designated member:

ORGANIZATION	DESIGNATION	DATE	MEMBER #

6. Have you ever been disbarred, suspended or received any other disciplinary action from any organized association, or from the State of Florida? ____No ____Yes (please explain)

7. Explain your level of knowledge and experience with computers and list the applications you are familiar with, including AXIA.

8. List any clubs, organizations, associations or other entities to which you belong or participate in and in which a possible conflict of interest could occur or the appearance of a conflict of interest might arise that would prevent you from fairly conducting the hearing between the property appraiser and the property owner and taxpayer.

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CERTIFICATION

Pursuant to F.S. § 194.035, a person cannot serve the Board as a special magistrate in the same year that he/she is an elected or appointed official of a county, a taxing jurisdiction or the state; is an employee of a county, a taxing jurisdiction or the state; or represents a party before the Board in any administrative review of property taxes.

Are you an elected or appointed official of a county, a taxing jurisdiction or the state? ☐ Yes ☐ No
Are you an employee of a county, a taxing jurisdiction or the state? ☐ Yes ☐ No
Will you be representing a party before the Board in any administrative review of property taxes? ☐ Yes ☐ No

If yes, please provide details: _____

DOCUMENTATION REQUIRED

Verification of qualifications will be made prior to consideration of this application, pursuant to F.S. § 194.035

- **Copy of current Resume.**
- **Copy of license referenced above.**
- **A writing sample, which may consist of an opinion letter or other business-related documentation that contains one or more written pages of original material. If you have served as a special magistrate previously, please submit a recommended decision as your sample. Do not submit a copy of an appraisal as a writing sample.**
- **Documentation to support membership in professional organizations listed in item #5 above.**

Prior to conducting hearings, all applicants are required under F.S. § 194.035 to certify completion of the current year training provided by the Department of Revenue. Additionally, the County of Volusia VAB requests that all appointees pass the corresponding DOR exam and provide proof of the same. To receive the training and take the corresponding exam, go online to the Department's website at http://floridarevenue.com/property/Pages/VAB_Training.aspx Please return your VAB Training completion certificate and proof of passing exam score to the VAB clerk.

The undersigned certifies, under penalty of disqualification from consideration, that each item contained in this application, or any other document furnished by or on behalf of the applicant is true and complete as of the date it bears. The undersigned authorizes the Value Adjustment Board to obtain information from other sources to verify each item contained herein. The undersigned acknowledges that, if selected, he/she will follow all requirements and mandates of law in fulfilling the duties of special magistrate.

Signature of Applicant

Date

Printed Name of Applicant