



Exemptions Auditor

Category: Classified
Pay Grade: C22
Job Code: 20648

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized technical and professional investigative office work in the Office of the Property Appraiser; conducts reviews and investigates homestead, low income senior, and other exemptions for compliance, continued eligibility, and/or improper or undeserved benefits; gathers evidence of and detects improper exemptions, reviewing income and other qualifications to confirm eligibility, responding to reported violations, researching internet, internal and external databases, reviewing and preparing cases for lien actions or denials, and tasks related to making referrals to the State Attorney's office; may occasionally conduct field investigations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Investigates exemptions compliance via research and analysis of databases and online tools;
- Investigates Homestead Fraud cases;
- Provides assistance in the prosecution of offenders;
- Collects, identifies, evaluates, and preserves case evidence;
- Prepares thorough, detailed, and defensible cases;
- Reviews income documents, tax returns, and IRS documents for compliance with low-income senior exemption eligibility;
- Gives courtroom or VAB testimony as required;
- Interacts with customers, anonymous sources, attorneys, and claimants primarily via telephone, email, or letter, and occasionally in person when appointments are requested;
- Performs occasional public speaking engagements at civic groups, training sessions, and professional organizations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of technical and semi-professional experience in a Property Appraiser's office to include three (3) years in exemptions, appraisal, or investigations; or an Associate's degree with major course work in law enforcement, criminal justice, public administration, government, investigations, or related field and two (2) years of experience in a Property Appraiser's office to include one (1) year of experience in exemptions, appraisal, or investigations; or a Bachelor's degree and major course work in law enforcement, criminal justice, public administration, government, business administration, or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of Certified Florida Evaluator designation.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of laws, regulations, rules, and procedures applicable to the Property Appraiser's Office, and ability to apply this knowledge correctly in auditing accounts;
- Knowledge and understanding of state statutes, County ordinances, and legal documents;
- Knowledge of income reporting documents, e.g.: IRS 1040, 1099, W-2, pension statements, etc.;
- Knowledge of online and database research techniques, methods, and procedures;
- Skill in researching, analyzing, and preparing documents and reports as needed;
- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain a good working relationship with personnel assigned to the Property Appraiser's Office, and other government agencies;
- Ability to interact safely and effectively in confrontational situations with property owners and tenants;
- Ability to maintain a very high level of confidentiality regarding information received from law enforcement agencies, city and County governments, restricted databases, and anonymous informants;
- Ability to communicate professionally, effectively, and concisely, orally and in writing;
- Ability to present topics at a variety of speaking engagements;
- Ability to apply computer applications and software;
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.