



PAO Tax Roll Compliance Manager

Category: Exempt
Pay Grade: 150
Job Code: 21012

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 highly responsible professional work involving the statutory compliance and coordination of the annual tax roll for the Property Appraiser's Office. An employee in this class represents the Property Appraiser in official matters with Florida Department of Revenue, county agencies and local taxing authorities; administers the truth in millage (TRIM) process; and provides coordination and preparation of routine VAB processes; Responsibilities include ensuring the office is in compliance with Florida statutes and Department of Revenue rules related to tax roll and TRIM processes, and acting as liaison to the taxing authorities during development of the property tax roll. The incumbent may supervise support personnel in administrative or tax roll compliance related roles. This position reports to the Chief Deputy Appraiser and Property Appraiser.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages, directs, and coordinates tax roll compliance processes within the Property Appraiser's office;
- Administers the Property Appraiser's TRIM process, including certification of forms for TRIM compliance and dissemination of the property tax roll and reports to the taxing authorities;
- Directs the documentation of operating procedures for Property Tax Roll records, and coordinates the annual Property Tax Roll calendar;
- Provides support and assistance to the information technology department during the production of VAB, TRIM, and the roll;
- Works in collaboration with the Information Technology Director;
- Represents the office in meetings with governmental agencies and the private sector that involve area of responsibility;
- Administers Official Corrections;
- Directs and manages the daily tasks of subordinates;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associates Degree in political science, real estate, business, finance, public policy or related field plus four (4) years' experience in a Property Appraiser's office or in the public sector; or Bachelors Degree in political science, real estate, business, finance, public policy or related field plus two (2) years' experience in a Property Appraiser's office or in the public sector; 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.

- Other highly desirable knowledge, skills, abilities and credentials relevant to experience.

Knowledge, Skills and Abilities:

- Knowledge of the laws of Florida, administrative law and regulations related to tax roll production and assessment and appraisal practice;
- Knowledge of public administration, management and supervisory techniques;
- Knowledge of the function of the Property Appraiser's Office and the property tax roll;
- Ability to deal tactfully and effectively with elected officials, employees and the public to establish and maintain effective working relationships;
- Ability to plan, organize, delegate, and supervise in a manner conducive to full performance and high morale;
- Ability to analyze, interpret and compose clear and concise oral and written communications;
- Ability to work independently.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; 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;
- 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 during normal and high stress situations;
- 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;
- Standing: Particularly for sustained periods of time;
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.