



Assistant Director of Exemptions

Category: Exempt
Pay Grade: 150
Job Code: 21118

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 responsible technical, administrative, and supervisory work assisting the Director of Exemptions in directing and coordinating the exemption process for Pinellas County Property Appraiser's Office. The incumbent takes responsibility for assisting in the planning, directing, implementing, coordinating, and reviewing work of the exemption staff engaged in investigating and evaluating exemption applications plus enforcing various Department of Revenue rules, regulations and Florida State Statutes. The incumbent takes responsibility for all aspects of the investigation of improper and fraudulent exemptions. The incumbent exercises independent judgment in resolving questions and in determining courses of action and consults with the director as needed when planning and directing the activities of a subordinate staff. The incumbent reports to the Director of Exemptions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists the director to plan, direct, coordinate, and supervise the activities of personnel engaged in taking applications for exemptions and the subsequent granting or denying requests for exemptions;
- Plans, directs, and coordinates activities of investigators and other investigative personnel;
- Directs and participates in the detection and prosecution of exemption offenders;
- Directs and participates in the collection, identification, evaluation, and preservation of case evidence;
- Directs and participates in thorough preparation of cases for the Value Adjustment Board and State/County Attorneys;
- Refers case files to the State and/or County Attorneys for prosecution as directed by the Property Appraiser;
- Provides full cooperation and assistance to police departments, the sheriff, and other law enforcement agencies in matters of mutual concern;
- Gives informed and authoritative testimony in court or at Value Adjustment Board Hearings;
- Ensures compliance with constitutional requirements while investigating suspected offenders;
- Interprets state laws and related rules and regulations for staff members and for the general public;
- Assists the senior management with the issuance of exemption denials;
- Coordinates with other governmental agencies for the exchange of pertinent information;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years' experience in ad valorem tax exemptions that includes two (2) years as lead worker, supervisor, or manager in the field of exemptions investigation; or Associate's degree in law enforcement or related field and two (2) years' experience in law enforcement investigations; or Bachelor's degree as described above that includes twenty (20) college credit hours in law enforcement; or Bachelor's degree with experience that includes work performing law enforcement investigations; 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 laws, regulations, rules, and procedures; ability to apply this knowledge to complex problems and situations;
- Knowledge of modern office equipment and practices;
- Knowledge of manual and web-based research techniques, methods, and procedures;
- Ability to interview and interrogate people as well as gather and evaluate evidence;
- Ability to present cases at Value Adjustment Board hearings and to State or County Attorneys for prosecution;
- Ability to apply computer applications and software;
- Ability to work independently on complex tasks;
- Ability to establish and maintain an effective working relationship with subordinates, superiors, other county departments, community officials, citizens, and governmental officials;
- Ability to recognize, analyze and collate factual data and correlate it with its proper or affected relationship and to exercise sound judgment on arriving at conclusions;
- Ability to communicate effective and concisely, orally and in writing;
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures;
- Ability to lead and direct the activities of investigators and other personnel assigned to the unit.

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.