



Director of Exemptions

Category: Exempt
Pay Grade: 150
Job Code: 21120

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 directing and coordinating the personal exemption process for Pinellas County Property Appraiser's Office. The incumbent takes responsibility for planning, directing, implementing, coordinating, and reviewing the work of the personal exemption staff engaged in investigating and evaluating personal exemption applications and in investigating improper or fraudulent exemptions. The incumbent enforces various Florida Department of Revenue Rules and Regulations and State Statutes. The incumbent exercises independent judgment in resolving questions and in determining courses of action when planning and directing the activities of subordinate staff. The incumbent reports to the Deputy for Assessment Administration or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, coordinates, and supervises the activities of personnel engaged in taking applications for personal exemptions, investigating improper or fraudulent exemptions and the subsequent granting or denying of exemptions;
- Interprets state laws and rules and regulations for staff members and for the general public;
- Directs and supervises the issuance of personal exemption denials; appears before the Value Adjustment Board; and follows each application to its conclusion;
- Coordinates with other governmental agencies for the exchange of pertinent information;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years' experience in ad valorem tax exemption, or related field that includes two (2) years lead worker, supervision or supervisory training; Associate's degree in business, finance, accounting, public administration, or related field and six (6) years' experience as described above; or Bachelor's degree and four (4) years' experience as described above; 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 related to all aspects of personal exemptions and the 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 use 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 express oneself clearly and concisely, orally and in writing;
- Ability to promote and maintain effective public relations;
- Ability to plan, organize, and coordinate the work of subordinates.

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.