

EXEMPTIONS AUDITOR

Job Code	Pay Grade
20648	CL15

Nature of Work

This is specialized technical and professional investigative office work in the Office of the Property Appraiser. An incumbent in this position conducts reviews and investigates homestead, low income senior and other exemptions for compliance, continued eligibility and/or improper or undeserved benefits. Duties include gathering evidence of and detecting improper exemptions, reviewing income and other qualifications to confirm eligibility, responding to reported violations, researching internet, internal and external data bases, reviewing and preparing cases for lien actions or denials, and tasks related to making referrals to the State Attorney's office. Individuals in this class may occasionally conduct field investigations. Work is performed with a high degree of independent judgment, discretion, and initiative under the general supervision of the Director or designee.

Minimum Qualifications Requirement

- 4 years technical and semi-professional experience in a Property Appraiser's office to include 3 years in exemptions, appraisal or investigations; or
- Associate's Degree with major course work in law enforcement, criminal justice, public administration, government, investigations or related field and 2 years experience in a Property Appraiser's office to include 1 year experience in exemptions, appraisal or investigations; or
- 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.

Appointing Authority May Also Require

- 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 in special, emergency and/or disaster situations.
- Possession of Certified Florida Evaluator designation.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Investigates exemptions compliance via research and analysis of data bases and on-line tools.
- 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 related work as assigned or required

EXEMPTIONS AUDITOR (continued)

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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 data base 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 data bases 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

For official use only

Revised	EEOC Code	Overtime Code
1/15	Technicians	Classified