

PERSONAL/REAL PROPERTY SPECIALIST, SENIOR

Job Code	Pay Grade
20700	CL11

Nature of Work

This is very responsible and advanced clerical work that may involve supervisory responsibilities in maintaining detailed automated property records in preparation of the county's Property Value Roll, and/or disseminating information about the roll to the public. An employee in this class uses initiative and judgment in performing a variety of specialized Personal or Real Property Value Roll functions, including responding to inquiries from the public on the more difficult interpretation of methods, laws, rules, regulations, and practices.

Minimum Qualification Requirements

- 6 years of experience in an Ad Valorem Property Appraiser's Office that includes 3 years of experience as a Personal/Real Property Specialist in a computer automated office plus lead worker, supervisor experience or supervisor training; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Operates CRT and other computer equipment, entering and/or verifying data.
- Enters changes in ownership, assessed values and related information to current value roll using office computer systems and applications.
- Examines public records and documents in support of maintenance efforts.
- Makes final checks of property records, corrects improper changes, and verifies accuracy of changes.
- Meets with the public answering questions and concerns.
- Interprets department policies and procedures, state laws and regulations governing Personal and/or Real Property Value Roll activities and, as required, explains them to the public.
- May train Personal/Real Property Specialists and supervise their performance.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of office practices, procedures, and equipment.
- Knowledge of geographic layout of Pinellas County.
- Knowledge of personal and real property appraisal terminology.
- Knowledge of laws, rules, and regulations governing the Personal and/or Real Property Value Roll.
- Knowledge of business English, spelling and mathematics.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to work independently and use good judgment.
- Ability to communicate effectively and courteously with the public.

For official use only

Revised	EEOC Code	Overtime Code
6/09	Administrative Support	Classified