

PAO Tax Roll Compliance Manager

Job Code	Pay Grade
21012	150

Nature of Work

This is 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.

Minimum Qualification Requirements

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

- 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 related work as assigned or required.

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.

For official use only

Revised	EEOC Code	Overtime Code
10/15	Officials & Managers	Exempt