

DEPUTY PAO GOVERNMENT AFFAIRS & STAFF COUNSEL

Job Code	Pay Grade
21072	150

Nature of Work

This is highly responsible professional and legal work involving the coordination of intergovernmental affairs and the delivery of legal services of limited scope and complexity to the Property Appraiser's Office. An employee in this class represents the Property Appraiser in official matters with Florida State and Florida county agencies and local taxing authorities; administers the truth in millage (TRIM) process; provides review and preparation of routine legal documents; recommends and implements policy decision to ensure compliance with Florida law; prepares legal opinions; drafts proposed legislation; and advises the Property Appraiser on legal matters. The incumbent exercises a high degree of independent judgment and initiative in planning, developing, and implementing projects and policies. Responsibilities include ensuring the office is in compliance with Florida statutes and Department of Revenue rules, and acting as liaison to the taxing authorities during development of the property tax roll. The incumbent reports to the Property Appraiser or designee.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar to include directly related education or training plus 5 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.
- Candidate to be capable to practice law in the State of Florida.
- Experience as a practicing attorney with emphasis in area of assignment.
- 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 major subject matters within the Property Appraiser's Office.
- Assists Property Appraiser in interpreting laws, ordinances, rules, contracts, and legal documents.
- Conducts legal research concerning complex questions, problems, or projects; prepares reports and memoranda and expresses opinion or recommended course of action.
- Represents the Property Appraiser in official matters with the Department of Revenue, county agencies, municipalities, public officials, elected officials, and taxing authorities.
- Drafts complex correspondence and proposed legislation of a routine nature.
- 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.
- Responds to legal questions characterized by well established facts, clearly applicable legal precedents, and matters of minor or routine importance.
- Monitors court cases, proposed legislation, and legislative changes relevant to the office.
- May assist the County Attorney in building a case or preparing pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents, including making recommendations related to answers and affirmative defenses in matters involving litigation of a routine nature.
- Manages the office's records management program as the records management liaison officer (RMLO) to ensure compliance with Florida Sunshine Laws, to include review of retention and destruction of documents and response to public records requests.

DEPUTY PAO GOVERNMENT AFFAIRS & STAFF COUNSEL (continued)

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Illustrative Tasks (continued)

- Drafts and maintains office policies and procedures to ensure compliance with Florida law and office requirements.
- Directs the documentation of operating procedures for Property Tax Roll records, and coordinates the annual Property Tax Roll calendar.
- Directs the documentation of office procedures.
- May review complex homestead fraud investigations and separate family unit claims.
- May review recommendations for tax roll adjustments as a result of title search or through conference with property owners.
- May assist with drafting and providing office training on various topics.
- May represent the office in delivering speeches and training sessions with outside organizations and government agencies.
- Represents the office in meetings with governmental agencies and the private sector that involve area of responsibility.
- Organizes and coordinates special projects and tasks
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the laws of Florida, common law, local legislation pertaining to Pinellas County, administrative law and regulations, local government law, property law, and basic trust & estates law.
- Knowledge of the methods and techniques relevant to effective legal research and skill in identifying as well as analyzing information, and ability to express sound judgments based upon findings.
- Knowledge of public administration, management and supervisory techniques.
- Knowledge of the function of the Property Appraiser's Office and the property tax roll.
- Knowledge of proper grammar rules and legal citation standards.
- Ability to deal tactfully and effectively with county and municipal elected officials, employees, court officials and the general public to establish and maintain effective working relationships with superiors, fellow employees, other organizations, and the general public.
- 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 apply computer applications and software.
- Ability to work independently.

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Created	EEOC Code	Overtime Code
9/12	Officials & Managers	Exempt