

DIRECTOR OF PROPERTY VALUE ROLL

Job Code	Pay Grade
21100	150

Nature of Work

This is highly responsible administrative, technical, and supervisory work in the Property Appraiser's Office (PAO) in managing the Property Value Roll staff in abstracting property ownership and descriptions to assure the generation of an accurate and current property value roll. An incumbent in this class is responsible for ensuring work in the Division is completed in accordance with Florida statutes and laws and Department of Revenue rules. The incumbent's responsibilities include coordinating tasks with other Property Appraiser divisions to produce the real estate assessment roll and related documents. The incumbent must possess and apply a working knowledge of the functions of the various divisions within the PAO. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser, Deputy Property Appraiser; Deputy for Information Systems or designee.

Minimum Qualification Requirements

- Bachelor's degree in public or business administration and 7 years experience in a Property Appraiser's Office or directly 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 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.)

- Directs preparation of proper legal descriptions and coding to be assigned to parcels involved in splits, adds, and related functions or tasks.
- Directs searches and examination of deeds for resolutions and Circuit Court Civil cases for pro-rations of taxes and the determination of the amount of money to be placed in escrow for the courts.
- Directs the search of records and source material from the title companies, court records, county engineer's office or other offices where similar materials or records are on file.
- Directs the interpretation of recorded subdivision and condo plats, assignments of appropriate parcel numbers, and preparation of work documents necessary to create computer records.
- Directs the documentation of operating procedures for the Property Value Roll Records Division.
- Assists Deputy for Information Systems and Property Appraiser in interpreting laws, ordinances, rules and legal documents relating to the Property Value Roll.
- Reviews recommendations for adjustments as a result of title search or through conference with property owners.
- As chairman of the calendar committee, coordinates work with other Deputies and Director to produce calendar of functions leading to production of the assessment roll.
- Ensures that all district boundaries are properly credited, which include new districts by a lawful authority and additions or deletions to any district.
- Ensures that millage rates are correct.
- Monitors owner names and addresses on Property Value Roll.
- Monitors value and exemption data on the roll.
- Makes changes to certified rolls as required, in coordination with the Tax Collector.

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Illustrative Tasks (continued)

- Monitors court cases.
- Coordinates Property Value Rolls with Director of Applications Software.
- Coordinates with DOR on railroad value.
- Establishes and maintains effective internal controls on Property Value Roll Division for production of property value roll.
- Assists in hiring and training of personnel in Property Value Roll Division.
- Provides leadership and direction, conducts performance reviews and oversees setting of performance standards for Property Value Roll Division personnel.
- Prepares budget data for Property Value Roll.
- As directed by Deputy and/or Property Appraiser, represents the office in meetings with governmental agencies and the private sector that involves area of responsibility.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, rules and procedures concerning ad valorem tax roll, and the ability to apply this knowledge to problems and situations.
- Knowledge of public administration, management and supervisory techniques.
- Knowledge of legal descriptions, assessment and research methods and legal documents, plats and related source data.
- Knowledge of data processing principles, methods and user applications.
- Ability to apply computer applications and software.
- Ability to analyze and solve management problems.
- Ability to deal effectively and tactfully with superiors, 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 work independently.

For official use only

Revised	EEOC Code	Overtime Code
8/10	Officials & Managers	Exempt