

ASSISTANT DIRECTOR OF EXEMPTIONS

Job Code	Pay Grade
21118	150

Nature of Work

This is responsible technical, administrative, and supervisory work assisting the Director of Exemptions in directing and coordinating the exemption process for Pinellas County Property Appraiser's Office. The incumbent takes responsibility for assisting in the planning, directing, implementing, coordinating, and reviewing work of the exemption staff engaged in investigating and evaluating exemption applications plus enforcing various Department of Revenue rules, regulations and Florida State Statutes. The incumbent takes responsibility for all aspects of the investigation of improper and fraudulent exemptions. The incumbent exercises independent judgment in resolving questions and in determining courses of action and consults with the director as needed when planning and directing the activities of a subordinate staff. The incumbent reports to the Director of Exemptions.

Minimum Qualification Requirements

- High school diploma and 4 years experience in ad valorem tax exemptions that includes 2 years as lead worker, supervisor, or manager in the field of exemptions investigation; or
- Associate's degree in law enforcement or related field and 2 years experience in law enforcement investigations; or
- Bachelor's degree as described above that includes 20 college credit hours in law enforcement; or
- Bachelor's degree with experience that includes work performing law enforcement investigations; 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.)

- Assists the director to plan, direct, coordinate, and supervise the activities of personnel engaged in taking applications for exemptions and the subsequent granting or denying requests for exemptions.
- Plans, directs, and coordinates activities of investigators and other investigative personnel.
- Directs and participates in the detection and prosecution of exemption offenders.
- Directs and participates in the collection, identification, evaluation, and preservation of case evidence.
- Directs and participates in thorough preparation of cases for the Value Adjustment Board and State/County Attorneys.
- Refers case files to the State and/or County Attorneys for prosecution as directed by the Property Appraiser.
- Provides full cooperation and assistance to police departments, the sheriff, and other law enforcement agencies in matters of mutual concern.
- Gives informed and authoritative testimony in court or at Value Adjustment Board Hearings.
- Ensures compliance with constitutional requirements while investigating suspected offenders.
- Interprets state laws and related rules and regulations for staff members and for the general public.
- Assists the senior management with the issuance of exemption denials;
- Coordinates with other governmental agencies for the exchange of pertinent information.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, rules, and procedures; ability to apply this knowledge to complex problems and situations.
- Knowledge of modern office equipment and practices.
- Knowledge of manual and web based research techniques, methods, and procedures.

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Knowledge, Skills, and Abilities (continued)

- Ability to interview and interrogate people as well as gather and evaluate evidence.
- Ability to present cases at Value Adjustment Board hearings and to State or County Attorneys for prosecution.
- Ability to apply computer applications and software.
- Ability to work independently on complex tasks.
- Ability to establish and maintain an effective working relationship with subordinates, superiors, other county departments, community officials, citizens, and governmental officials.
- Ability to recognize, analyze and collate factual data and correlate it with its proper or affected relationship and to exercise sound judgment on arriving at conclusions.
- Ability to communicate effective and concisely, orally and in writing.
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.
- Ability to lead and direct the activities of investigators and other personnel assigned to the unit.

For official use only

Revised	EEOC Code	Overtime Code
10/16	Professionals	Exempt