

DIRECTOR OF EXEMPTIONS

Job Code	Pay Grade
21120	150

Nature of Work

This is responsible technical, administrative, and supervisory work directing and coordinating the personal exemption process for Pinellas County Property Appraiser's Office. The incumbent takes responsibility for planning, directing, implementing, coordinating, and reviewing the work of the personal exemption staff engaged in investigating and evaluating personal exemption applications and in investigating improper or fraudulent exemptions. The incumbent enforces various Florida Department of Revenue Rules and Regulations and State Statutes. The incumbent exercises independent judgment in resolving questions and in determining courses of action when planning and directing the activities of subordinate staff. The incumbent reports to the Deputy for Assessment Administration or designee.

Minimum Qualification Requirements

- High school diploma with 8 years experience in ad valorem tax exemption, or related field that includes 2 years lead worker, supervision or supervisory training;
- Associate's degree in business, finance, accounting, public administration, or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; 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.)

- Plans, directs, coordinates, and supervises the activities of personnel engaged in taking applications for personal exemptions, investigating improper or fraudulent exemptions and the subsequent granting or denying of exemptions.
- Interprets state laws and rules and regulations for staff members and for the general public.
- Directs and supervises the issuance of personal exemption denials; appears before the Value Adjustment Board; and follows each application to its conclusion.
- Coordinates with other governmental agencies for the exchange of pertinent information.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- 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 express oneself clearly and concisely, orally and in writing.
- Ability to promote and maintain effective public relations.
- Ability to plan, organize, and coordinate the work of subordinates.
- Knowledge of laws, regulations, rules and procedures related to all aspects of personal exemptions and the ability to apply this knowledge to complex problems and situations.

DIRECTOR OF EXEMPTIONS (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of modern office equipment and practices.
- Knowledge of manual and web-based research techniques, methods and procedures.
- Ability to use computer applications and software.

For official use only

Revised	EEOC Code	Overtime Code
10/16	Official & Administrators	Exempt