

ASSISTANT DEPUTY FOR LAND RECORDS

Job Code	Pay Grade
21172	150

Nature of Work

This is highly responsible technical, administrative, and managerial work directing the Land Records Division of the Assessment Administration Department. An incumbent in this class plans, coordinates, assigns, and manages technical personnel engaged in the cartographic, cadastral, deeds, and abstracting functions. The incumbent reviews and coordinates assignments in operations amid modernization of systems as well as changing technological and government related trends. The incumbent exercises independent judgment and initiative under the general supervision of the Property Appraiser, Deputy for Assessment Administration or designee.

Minimum Qualification Requirements

- Associate's degree in business administration, computer sciences, engineering, geography or related field and 5 years of experience in Land Records that includes lead worker or supervisory experience; or
- Bachelor's degree and 3 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, and manages the activities of personnel who process recorded instruments and plats, and whose work results in current, accurate and reproducible text and graphic databases.
- Plans, directs, and manages the activities of employees engaged in updating and maintaining the Real Property Assessment Roll and Cadastral Maps in accordance with the guidelines of the Department of Revenue and the Florida Statutes.
- Directs the production and maintenance of county automated maps which provides a base map for a variety of user applications.
- Reviews and monitors reports and schedules compiled by personnel in order to assure that production and special projects meet requirements.
- Plans, directs, and manages the activities of personnel engaged in the research and automatic processing of public deeds, legal information, official records and recorded instruments.
- Assists Deputy and Property Appraiser in interpretation of state laws and regulations for staff members and the general public in regard to title of property.
- Interfaces regularly with other management personnel to discuss, define, and prioritize office goals and objectives.
- Acts as liaison to municipal and county departments and determines and recommends appropriate courses of action in technical land matters; also coordinates work with other departments, county offices and agencies.
- Plans appropriate training for personnel in the Land Records Division.
- Recommends organizational structure, including staffing requirements and preparation of job descriptions, for Land Records Division.
- Prepares and provides input on budgets for the Land Records Division.
- Prepares reports relative to the development of land records and speaks at workshops and conferences.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, rules and procedures as they relate to transfer of property, property ownership and production of annual ad valorem assessment roll, and ability to apply this knowledge to complex problems and situations.
- Knowledge of compiling, digitizing, editing and plotting of cadastral maps used in the appraisal of property and knowledge of abstraction of titles.
- Knowledge of cartographic and topographic materials and preparation of computer generated cadastral maps.
- Knowledge of computer terminology and applications, especially as that knowledge relates to computer assisted mapping and land records systems.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of pertinent federal and state laws and county ordinances, policies and procedures.
- Knowledge of both program and projects management principles and techniques.
- Knowledge of management concepts and processes such as planning, organizing, staffing, training, scheduling, policies, procedures, conducting of meetings, coordination, and reporting.
- Knowledge of budget, accounting, and personnel system requirements of Pinellas County, Florida Department of Revenue, and Property Appraiser's Office.
- Ability to apply computer applications and software.
- Ability to train and manage professional, technical, and clerical personnel.
- Ability to direct technical personnel in planning, scheduling, developing, testing, implementing and monitoring complex technical Land Records projects.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to maintain good public relations with subordinates, superiors, and the public, and ability to exercise sound judgment.
- Ability to interact in a productive, creative manner with personnel of other departments and agencies.

For official use only

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