



Jefferson County
Office Of The Property Appraiser
Angela Gray, CFA Property Appraiser

Assistant to the Property Appraiser

Application Period: June 25, 2012 8:00 AM – July 6, 2012 5:00 PM (EST)

Job Specifications: Full-time, highly specialized work taking a lead role in preparation of the annual ad-valorem tax roll and assisting the Property Appraiser in managing all facets of his/her office.

Annual Salary Range: \$20,000-\$26,000 (based on experience)

Minimum Qualification Requirements

Graduation from an accredited four (4) year college or university with a degree in Business, Public Administration or a related field; three (3) years' experience in a Property Appraiser's office; three (3) years' supervisory or management experience; or an equivalent combination of education, training and/or experience. Possession of valid Florida State Driver's License is required. Achieve Certified Florida Evaluator designation or equivalent within 4-years.

Note: The following duties are not to be construed as exclusive or all-inclusive; other duties may be required or assigned as necessary.

Nature of Work

While assisting the Property Appraiser in managing all facets of his/her office, an employee in this class assists with the design of all information systems, sub-systems, and mapping systems in the offices, as well as the creation, acquisition, operation, modification of all computer related software, and research and introduction of new technologies.

The Assistant to the Property Appraiser also insures the Property Value Roll's accurate and timely publication; assists with varied and complex statistical analysis; assists with interpretation and implementation of governmental policies, ordinances, statutes and regulations, and assists the Property Appraiser with formulating and instituting office policy, procedures, rules and regulations.

Work is performed with considerable independent judgment and initiative. The Assistant to the Property Appraiser Property Appraiser is directly responsible to the Property Appraiser who evaluates the Deputy's work through, conferences, reports, and observation of results achieved.

Illustrative Tasks

- Assists the Property Appraiser in managing his/her office and complete official duties.
- Represents the Property Appraiser in his/her absence or upon request.

- Plans and makes recommendations to the Property Appraiser for System Development, System Improvement Projects, or Operational Improvement Projects.
- Recommends modifications to the Property Appraiser in organization structure, physical office layout, work flow, staffing requirements, pay grade changes, equipment acquisition, software development or acquisition, information system design, contractual arrangements with other agencies, vendors or consultants, policies, procedures and other matters deemed appropriate to improve the efficiency and effectiveness of the operation of the office to meet its stated goals.
- Manages tangible personal property; central assessments; ownership transfers; and sales qualification.
- Provides senior management liaison support with other governmental agencies and the public.
- Approves value changes to the Property Value Roll when the Property Appraiser is not available.
- Assists the Property Appraiser in the formulation and implementation of policies, procedures, rules and regulations.
- Supervises the overall preparation of the Property Value Roll for submission to the Department of Revenue and prepares a detailed recapitulation of the roll.
- Keeps up to date concerning the Florida Statutes and Department of Revenue rules, policies, and directives that apply to ad valorem taxation and insure Property Appraiser office compliance therewith.
- Initiates and completes special programs and studies as directed by the Property Appraiser or recognized as necessary.
- Provides publicity, correspondence, training materials for internal use and public distribution.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Knowledge of concepts of management, organization structure, staffing, training, scheduling, supervision, information systems theory, property value roll production, computer operations management, data base management, program/project management, group interaction, participative management, computer configuration design, and policy and procedures utilization.
- Knowledge of the laws, rules, and regulations of the State of Florida concerning ad valorem taxation.
- Knowledge of the statistical methods used in the Property Value roll submission and approval process.
- Knowledge of deeds, legal descriptions, mapping, computer and geographic information system operations.
- Knowledge of tangible personal property returns and depreciation methods used in mass appraisal.
- Ability to interpret and explain statutory requirements, regulations, and procedures.
- Ability to analyze and solve management problems.
- Ability to plan, develop and present ideas, concepts, plans, designs, schedules and status reports.
- Ability to conduct research and prepare accurate analysis thereof.
- Ability to express one's self clearly and concisely, orally and in writing.
- Ability to promote and maintain effective relations with other governmental agencies, the public, and the Property Appraiser staff.