

**HERNANDO COUNTY PROPERTY APPRAISER
JOB POSTING**

JOB TITLE: Tangible Specialist	PAY GRADE: 312
DEPARTMENT: Valuation Services	SALARY RANGE: \$31,764 - \$49,528
REPORTS TO: Chief Deputy of Valuation and Tax Roll	POSITION TYPE: Non-Exempt

GENERAL DESCRIPTION:

This position audits Tangible Personal Property Tax Returns for the purpose of producing the Tangible Tax Roll which involves examination and audit of business accounts, mobile home parks, communication sites, utility sites, leases and billboards in order to arrive at a taxable value for Ad Valorem purposes adhering to Department of Revenue guidelines, Laws of Florida and case law.

ESSENTIAL JOB FUNCTIONS:

- Verify Tangible values utilizing returns and other available related data based on Department of Revenue (DOR) Standard Measures of Value principles. Review TPP exemption applications to ensure all statutory requirements are met and determine initial exemption eligibility. Audit and process DR-405 returns and spreadsheets in compliance with DOR's depreciation and economic life tables.
- Research, process and code leased equipment according to its physical location, enter details of lease coded equipment into spreadsheets and communicate with leasing companies regarding leased equipment.
- Complete data entry on utility and communication tangible accounts.
- May be required to assist in defending the Tangible values at Value Adjustment Board hearings and court proceedings, both verbally and in writing.

JOB STANDARDS:

- Education: High School Graduate or GED Certification.
- Experience: Work experience to include 2 to 5 years in customer service and advanced business mathematical skills.
- Licenses/Certifications: Must possess and maintain a valid Florida Driver license and be insurable by our current insurance carrier

EQUIPMENT USED:

Motor vehicle, personal computer, printers, calculator, image system, facsimile machine, copier, telephone and other office equipment.

CRITICAL SKILLS/EXPERTISE:

- Ability to express ideas clearly and concisely in writing or orally in a friendly manner.
- Strong mathematical skills.
- Ability to use software programs related to job functions accurately and effectively including Image documents that must be retained according to retention guidelines.
- Must be able to establish and maintain effective working relationships with other Deputies, County departments and governmental agencies and businesses.
- Ability to interact in a team environment with co-workers with tact and diplomacy.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to understand and interpret oral and written instructions.
- Able to work independently, be self-motivated and task oriented.
- Ability in review and understand recorded instruments.
- Ability to use GIS Mapping system.
- Knowledge of exemption process and statutory requirements.
- Knowledge of quantitative tools used for data analysis and their application to the exemption process.
- Knowledge of office procedures, correspondence and standard business practices.
- Ability to work with the public under stress, difficult and/or sometimes unpleasant circumstances.
- May be required to work at either office location.

ESSENTIAL PHYSICAL SKILLS: Constantly operates a computer and other office machines such as a calculator, copy machine, printers, facsimile machine, etc. Frequently be able to remain in a stationary position. Ability to access file cabinets for filing and retrieval of data. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS: Office environment working with others, with some occasional off-site training
Reasonable accommodations will be made for otherwise qualified individuals with a disability

Applications may be picked up at the Property Appraiser's Office or available on our website (www.hernandocounty.us/pa). Submit the completed application to Kevin Johnston, Chief Deputy of Valuation and Tax Roll at 201 Howell Avenue, Suite 300 Brooksville, FL 34601-2042. Applications will be accepted until position is filled.

THE PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER