

# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## TANGIBLE PERSONAL PROPERTY (TPP) ANALYST

**Department:** Tangible

**FLSA Class:** Non-exempt

**Reports to:** TPP Manager / Trainer

### POSITION OBJECTIVE & SUMMARY

Discovers, lists, evaluates, and processes all data as it relates to tangible personal property through a variety of sources including field work, reports, and personal encounters.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Updates and reconciles all data relating to the DR-405 and financial reports that are provided by business owners.
- Responsible for the timely answering of general taxpayer calls, as routed by assigned skill set, providing effective resolution to inquiries and issues.
- Reviews, researches, analyzes, and processes tax roll corrections.
- Prepares justification for defense of tangible personal property values for value adjustment board (VAB) hearings and litigation.
- Communicates effectively and professionally, verbally and in writing, with members of the staff and the visiting public, the principles and practices related to tangible personal property valuation, according to accepted appraisal techniques in accordance with Florida Statutes.

### COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of current property appraisal programs and applications, and departmental procedures of the assessment calendar including key dates that affect office deadlines and processes.
- Knowledge of current NAICS codes and trade levels.
- Knowledge of the assessment calendar including key dates that affect office deadlines and processes.
- Knowledge of Florida Statutes, Administrative Code and DOR guidelines as they relate to tangible property valuation.
- Knowledge of tangible personal property requirements, exemptions and procedures, and appraisal principles and techniques.
- Skill in the use of Microsoft Office applications (Word, Excel & Outlook) and Adobe Acrobat.
- Ability to prepare and present detailed records, reports and correspondence related to processing tangible personal property tax returns.
- Ability to perform and review mathematical calculations.
- Ability to effectively communicate and present information, orally or in writing, and respond to questions from managers, colleagues, outside professional representatives, and the general public.
- Ability to establish and maintain professional working relationships with management, colleagues, and the general public.

### EDUCATION / EXPERIENCE / LICENSING

Graduation from high school or GED equivalent. One (1) year or more experience in bookkeeping or general accounting; tangible personal property assessment experience, preferred; or other applicable skills, training, and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" Florida driver's license required.

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**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is predominantly performed in an office setting with prolonged periods of sitting and some standing, bending, stooping, squatting, and/or reaching. Periodic exposure to outdoor environmental conditions while driving county vehicle and performing field work. Specific vision abilities required by this job include attention to a computer monitor for approximately 90% of the work day. The employee may occasionally be required to lift up to 25 pounds.

**OTHER DUTIES**

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

**Date: April 5, 2016**