

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

TAX ROLL SPECIALIST

Department: Tax Roll

FLSA Class: Non-exempt

Reports to: Tax Roll Manager

POSITION OBJECTIVE & SUMMARY

Performs duties involving the processing and maintenance of parcel records. Processes parcel specific changes due to ownership, parcel reconfiguration, use, and physical characteristics. Provides support in the preparation of the real and personal property tax rolls in accordance with Florida Statutes, Florida Administrative Code and appraisal principles.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Reviews, researches and interprets several types of recorded documents (deeds, probate, certificate/shares, etc.) and unrecorded documents that affect ownership, sales transactions, value, exemptions and map discrepancies.
- Reviews, determines and implements required assessed value changes due to parcel reconfigurations, ownership updates, classified or exempt use updates, and physical characteristic updates.
- Reviews and analyzes edit reports to determine appropriate response.
- Updates, analyze and reconciles all data relating to the NAL, NAP and Recapitulation reports to include non-ad valorem and ad valorem rolls.
- Analyzes data and determine issues in all phases of the tax roll process
- Communicates effectively and professionally, verbally and in writing, with office staff, taxpayers, and other governmental agencies providing effective resolution to inquiries and issues.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current property appraisal programs, applications, and departmental procedures.
- Knowledge of ownership types and accurate transformation of information from deed to SMRT.
- Knowledge of the relationship between ownership transfers (sales) to real property valuation and exemptions.
- Knowledge of the assessment calendar including key dates that affect office deadlines and processes.
- Knowledge of Florida Statutes and Florida DOR regulations and requirements as they relate to real and tangible property valuation and assessment guidelines.
- Skill in the use of Microsoft Office (Word, Excel & Outlook) and Adobe Acrobat.
- Ability to perform and review mathematical calculations.
- Ability to perform detail-oriented tasks in a high volume work environment.
- Ability to follow verbal and written instruction and work independently on assigned tasks.
- Ability to effectively communicate, verbally and in writing, and respond to questions from managers, colleagues, outside professionals and the public.
- Ability to establish and maintain professional working relationships with management, colleagues, and the public.

EDUCATION / EXPERIENCE / LICENSING

Associate's degree from an accredited college or university with course work in business, accounting or related field; minimum of three (3) years' experience in ad valorem tax, real estate-related or appraisal; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire.

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WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. 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 50 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.

Pay Range: \$46,800 - \$71,760