



## **TANGIBLE PERSONAL PROPERTY UTILITIES, COMMUNICATIONS, AND LARGE ACCOUNT SPECIALIST**

**Department: Tangible Personal Property**

**FLSA Status: Non-Exempt**

**Classification: Full-Time 37.5 hours per week**

**Position Number: TBD**

**Rate of Pay: Open to negotiation - dependent upon experience and background**

**Work Location: Office of the Lake County Property Appraiser. 320 W. Main St. Tavares, FL. 32778**

**Office Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday**

### **SUMMARY**

This is a professional position responsible for the assessment of tangible personal property accounts of utility and communications corporations and other large business account holders in accordance with the Florida constitution, statutes, rules and regulations, and office policies and procedures for the purpose of ad valorem taxation. Work is performed in coordination with the Tangible Personal Property Team Leader and under the guidance and administration of the Chief Deputy Property Appraiser and the Property Appraiser. The following functions, duties and qualifications are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned as deemed necessary by the Property Appraiser or his designee.

### **ESSENTIAL JOB FUNCTIONS**

- Calculate the value of tangible personal property using information provided on tangible personal property tax returns and information available from the market.
- Utilize the internet and in-house tools in researching and processing work sheets, and other information regarding existing or potential tangible personal property accounts.
- Receive, analyze, prepare and finalize the more difficult and complex tangible personal property tax returns.
- Investigate businesses that fail to file annual tangible personal property tax returns.
- Set up new accounts, update tax roll information on an ongoing basis, and process correspondence.
- Assist with incoming telephone calls and inquiries regarding tangible personal property. Assist business owners with completing and filing their tangible tax returns. Assist with the organizing of the records retention as needed.
- Assist business owners with questions concerning their assessed value both in person and by phone.
- Represent the office in Value Adjustment Board proceedings or court proceedings when necessary or required. Maintain court case files, confer with legal counsel when necessary and represent the office as an expert witness with testimony in court hearings and all related matters.
- Maintain current knowledge of industry, regulatory, and legislative developments affecting tangible personal property appraisal to ensure proper application of department policies and procedures.

- Correspond with the public and other agencies concerning tangible personal property matters. Attend and participate in meetings relating to such involving the public and elected and appointed officials when requested.
- Provide the Chief Deputy or Property Appraiser, upon request, data or information relative to assigned area of responsibility. Provide advice and make recommendations to improve operations within area of assigned responsibility.
- Develop comprehensive documentation and procedural manual. Assist in training of office personnel on new procedures.
- Coordinate with departmental Team Leader on program updates, quality control matters; edit reports, tax roll data requests, and all other related departmental matters for tax roll preparation, submission and certification.
- Participate in damage assessment of tangible personal property as a result of natural or man-made disasters or due to weather related events.
- Consistent attendance and punctuality are essential requirements of the position.
- Performs other duties as assigned and must participate in departmental cross-training, job-sharing and job duty reorganization efforts as directed.

#### **MINIMUM QUALIFICATIONS / EDUCATION**

- Must possess a degree from an accredited college or university with studies in real estate, finance, accounting, business, public administration, or related field.
- Must have a minimum of ten (10) years of progressively knowledgeable and skilled experience in the appraisal of personal property and assessment functions for ad valorem taxation, the majority of which involve utility and communication companies. Advanced knowledge of the assessment of the personal property of regulated and non-regulated utilities is required.
- Must have earned the professional designation of Certified Florida Evaluator (CFE) or the equivalent.
- Must have extensive knowledge of Florida law, administrative rules, regulations, and case law governing the ad valorem assessment of personal property.
- Must possess the necessary written and verbal communication and interpersonal skills with the ability to analyze facts concisely; orally and in writing.
- Must possess a high level of proficiency with Microsoft Word, Excel and statistical applications used in assessment administration.
- Must have an ability to implement new and innovative technologies and procedures to streamline processes and create efficiencies.
- Must possess organizational skills; be self-motivated; capable of following directions, capable of working independently and making independent decisions, with minimum supervision.
- Must be capable of demonstrating full proficiency of all essential job functions following a training period or a timeline provided by management.
- Must possess the personality and temperament necessary for working under stress in dealing with the public to provide outstanding customer care at all times.
- Must have a valid Florida Drivers License with acceptable driving record.

**NOTE:** Each year of required education may be substituted by two (2) years of work experience. Each year of required experience may be substituted by two (2) years of additional education.

**Work Environment and Stipulations of Employment**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation.

Employees of the Lake County Property Appraiser shall not either for gratis or for compensation engage in any licensed real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Lake County; sell LCPA computerized database information; engage in any outside assessment / appraisal computer programming or consulting. Furthermore, employees and members of their household may not own or hold financial interest in an assessment / appraisal business.

**At Will Statement**

Employment at the Lake County Property Appraiser's Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Lake County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Lake County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

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