

**MARTIN COUNTY PROPERTY APPRAISER**  
**JOB TITLE: Tax Roll Department Manager Trainee**

**SUMMARY:** This position will learn and assist with overseeing the standard tax roll communications with the Florida Department of Revenue, Taxing Authorities, Martin County government, Tax Collector's office, and department managers. In addition, this position will learn and assist with all aspects of the annual tax roll submissions to ensure approval with the highest level of accuracy. As a trainee, the individual will undergo training in preparation of becoming a manager in the future. The training will focus on organization skills, motivation techniques, and supervisory practices for the purpose of maximizing performance of the department. This position reports to the Director of Tax Roll & Appraisal Services. The work is reviewed through observation, quality checks and achievement of performance measurements as described in an annual performance review.

**While assisting the Director of Tax Roll & Appraisal Services, also learning, and performing with guidance the following essential duties and responsibilities:**

- Understands and executes the Property Appraiser "Mission, Vision, and Guiding Principles."
- Supervises and evaluates staff work; examines the work for quality and conformance to performance goals and adherence to policies, procedures, and deadlines.
- Maintains accurate and complete information for the Martin County Property Appraiser in various software databases for the purpose of ensuring accuracy of reporting property values, and processing of allowable exemptions.
- Strategically plans and coordinates the annual tax roll cycle and communicates department deadlines and requirements.
- Prepares and audits data for the purpose of accurate tax roll processing throughout the tax roll annual cycle.
- Works closely with department managers to implement solutions that require coordination of multiple departments to improve tax roll accuracy and integrity.
- Generates and audits the recapitulation reports and data files required by the Department of Revenue as well as the tax extract for the Tax Collector.
- Reviews Department of Revenue edits and prepare the files, forms, and reports related to tax rolls (NAL, SDF, NAP, DR-489 series, DR-403 series DR-420 series, DR-420TIF & DR-422 series).
- Tracks and updates parcels that require unique classification/exemption reporting such as pollution control assets, SFWMD leased parcels, working waterfront, conservation easements and cemetery sites.
- Collaborates with the Information Technology Manager and print vendors in all phases of the Tangible Personal Property business return and TRIM notice mailings. The Tax Roll Department is responsible for the final quality control check of these mailings and ultimately provides final approval to vendor for proceeding with the mailing.
- Develops and meets established deadlines for required reporting, including any additional reports needed by office professionals to support quality control.
- Processes and reviews Real Property E&I's (DR-409) that are sent to the Tax Collector.
- Works with the Clerk of Circuit Court to review VAB software issues and to finalize the Notice of Tax Impact (DR-529) and Certification of VAB (DR-488 or DR-488P).
- Analyzes tax roll and other reports for informational content to identify input errors, and to troubleshoot substantial variances in percentages of ratios. Documents findings and makes recommendations to the Director of Tax Roll & Appraisal Services for adjustments.
- Assists with monitoring and troubleshooting database issues and determining shortcomings of the database system and recommends improvements.
- Stays current with Florida Statutes and Department of Revenue bulletins as they relate to tax roll administration. Consequently, works with the IT Department and CAMA vendor to adjust database programming to implement the legislative changes affecting the tax roll.
- Communicates effectively and in a timely manner with Florida Dept. of Revenue, Taxing Authorities, Martin County government, Tax Collector's office, and Department Managers.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.

- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Performs or assists on various assignments or teams, as needed.
- Complies with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

#### **OTHER SKILLS AND ABILITIES:**

- Exhibits high level of attention to detail and quality control mindset.
- Actively supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Understands the structure of the Computer Aided Mass Appraisal (CAMA) database used by the Property Appraiser's Office, and extract data and reports using complex SQL queries.
- Understands the mass appraisal process and the other business processes of the Appraiser's office.
- Understands or is willing to learn Microsoft SQLServer database structure and designs and understands the Property Appraiser Office network.
- Understands basic network fundamentals.
- Approaches tasks in a methodic and systematic manner. Is analytical and compliance oriented.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Establishes and maintains constructive working relationships, team-player attitude.
- Organizes, motivates, and supervise staff to maximize performance.

#### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited four-year degree granting college or university and two years of work experience  
OR
- Associate Degree from an accredited college or university and four years of work experience  
OR
- Graduate from a high school or possession of a GED Certificate and five years of work experience
- Possesses a valid Florida driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**PAY RANGE:** \$54,743 - \$90,107

**APPLY:** Daina Takacs  
Director of HR & Operations  
Email: [daina.takacs@pa.martin.fl.us](mailto:daina.takacs@pa.martin.fl.us)  
3473 SE Willoughby Blvd., Suite 101  
Stuart, FL 34994