

## **MARTIN COUNTY PROPERTY APPRAISER**

### **JOB TITLE: Tangible Personal Property Analyst**

#### **SUMMARY:**

The Tangible Personal Property Specialist performs a variety of duties involved in the discovery, administration, and appraisal of all types of tangible personal property (excluding utilities). The work is reviewed through observation, quality checks and performance measurements. This position reports to the Property Data Dept Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Understands and executes the Property Appraiser's "Mission, Vision, and Guiding Principles."
- Performs market research and analysis using all available sources needed to establish fair and uniform systems for assessing all classes and kinds of personal property.
- Compiles and maintains an accurate listing of all businesses within Martin County and ensure that each business is mailed a Personal Property Business Return or waiver card.
- Performs the application and analysis of all forms of depreciation, including physical depreciation, functional obsolescence and external obsolescence on tangible personal property assets.
- Conducts field inspections and detailed desk review audits (as needed) to verify tangible personal property reported and document with notes and related pictures.
- Performs computer data entry, use the applicable computer programs and proof entries using quality control reports.
- Accurately processes and completes lease tax returns, property valuation, and verifies assets purchased by the lessee.
- Assists the public, interested agencies and staff, both verbally and in writing, explaining assessments, filing the DR-405 tax return and qualifying for the Amendment 1 exemption.
- Communicates challenging and sensitive topics with property owners, while maintaining a professional and empathetic demeanor.
- Complies with Florida Statutes, rules and regulations of the Department of Revenue, and standard operating procedures and deadlines.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data for value studies and presents evidence at the Value Adjustment Board hearings.
- Organizes workload and accurately completes all duties in accordance with established office standards and time frame.
- 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.
- Complies with established procedures, policies, statutes and deadlines.
- Other duties as assigned

#### **QUALIFICATIONS:**

- Graduation from an accredited four-year degree granting college or university and two years of work experience directly related to the position duties.

OR

- An Associate Degree from an accredited college or university and four years of work experience directly related to the position duties.

OR

- Graduation from a high school or possession of a GED Certificate and five years of work experience directly related to the position duties.

#### **OTHER:**

- Exhibits a high level of attention to detail and quality control mindset.
- Supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.

- Proficient in the operation and navigation of a personal computer. With instruction, understand the Property Appraiser's computer assisted mass appraisal (CAMA) software program and other software programs as they apply to the work performed.
- Exhibits regular attendance, dependability, and promptness.
- Establishes and maintains effective working relationships.
- 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.
- Works independently, is self-motivated and task oriented.
- Exhibits dependability, promptness, and team-player attitude.
- 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. The individual also performs field inspections.

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:** \$40,100 - \$66,200 annually

**APPLY:** Daina Takacs  
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