

## **MARTIN COUNTY PROPERTY APPRAISER**

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

#### **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 Assistant Property Appraiser.

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

- Understand and execute the Property Appraiser's "Open Door Policy."
- Perform market research and analysis using all available sources needed to establish fair and uniform systems for assessing all classes and kinds of personal property.
- Compile and maintain an accurate listing of all businesses within Martin County and ensure that each business is mailed a Personal Property Business Return or waiver card.
- Conduct field inspections and detailed desk review audits (as needed) to verify tangible personal property reported and document with notes and related pictures.
- Perform computer data entry, use the applicable computer programs and proof entries using quality control reports.
- Accurately process and complete lease tax returns, property valuation, and verify assets purchased by the lessee.
- Assist 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.
- Communicate challenging and sensitive topics with property owners, while maintaining a professional and empathetic demeanor.
- Comply with Florida Statutes, rules and regulations of the Department of Revenue, and standard operating procedures and deadlines.
- Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compile data for value studies and present evidence at the Value Adjustment Board hearings.
- Organize workload and accurately complete all duties in accordance with established office standards and time frame.
- Protect property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintain records in proper manner and detail, ensuring the accuracy, completeness and currency of the data.
- Comply with established procedures, policies, statutes and deadlines.
- Other duties as assigned

#### **QUALIFICATIONS:**

- Minimum of two years experience in auditing, accounting of tangible personal property, or appraisal analysis.
- Ability to research and understand Florida Statutes.
- The ability to read property maps and locate property. Knowledge of Martin County is a plus.

#### **OTHER:**

- Must have a high level of attention to detail and a quality control mindset.
- Must actively support 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.
- Exhibit regular attendance, dependability and promptness.
- Establish and maintain effective working relationships.
- Communicate clearly and effectively.
- Ability to work independently, be self-motivated and task oriented.

- Exhibit dependable, team-player attitude
- Possess 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:** \$ 33,200 - \$ \$53,100

**TO APPLY:** Jenny Fields  
Assistant Property Appraiser  
Martin County Property Appraiser's office  
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Stuart, FL 34994

Email: [jenny.fields@pa.martin.fl.us](mailto:jenny.fields@pa.martin.fl.us)