



JOB TITLE TANGIBLE PERSONAL PROPERTY SPECIALIST

GENERAL DESCRIPTION

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) for ad valorem purposes. This position requires strong organizational skills, multi-tasking skills and clerical skills. This position reports directly to the Supervisor of Tangible Personal Property.

ESSENTIAL JOB FUNCTIONS

1. Compiles and maintains an accurate listing of all businesses within the county and ensures each business receives a Personal Property Return. Utilize available information sources to identify new businesses as well as businesses that have sold, closed or experienced other changes.
2. Performs data entry of assets as reported on Personal Property Returns received each year into the computer assisted mass appraisal (CAMA) system. Verifies any additions or deletions of assets.
3. Sets up new accounts, updates tax roll information on an ongoing basis, and processes correspondence.
4. Calculates the value of the tangible personal property using the information provided on tangible personal property returns via the CAMA system. Investigates incomplete or questionable returns.
5. Accurately processes and completes lease tax returns, property valuation and verify assets purchased by the lessee.
6. Conducts field inspections and detailed desk audit reviews (as needed) to verify tangible personal property reported and document with notes and photos.
7. Assists the public, interested agencies and staff with filing of the DR-405 tax return and the qualifying exemption.
8. Investigates and responds to inquiries from business owners or their legal representatives to explain methods, procedures and policies with respect to valuation placed on tangible personal property. Sets-up inspection appointments as needed.
9. When necessary, conducts damage assessment after a calamity or catastrophe to accurately reflect the condition of the personal property.
10. Performs routine office tasks such as researching, filing and scanning of documents.
11. Maintains knowledge of pertinent Florida Statutes, appraisal methods and office policies and procedures.
12. Completes projects or other duties as assigned by the Property Appraiser and/or supervisor.
13. Works with other governmental agencies as necessary.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of tangible personal property.
- Knowledge of general accounting and bookkeeping practices and principals.
- Ability to read and interpret financial statements and related data.
- Ability to multi-task and organize work proficiently.
- Ability to accurately enter data into a computer database.
- Ability to perform semi-routine work involving set procedures and rules, with occasional problems.
- Ability to work independently and as a team player using good judgement.

- Ability to make accurate mathematical/statistical calculations.
- Ability to communicate effectively and in a professional manner with staff and the public.
- Proficient in the Microsoft Office suite of products.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer a phone.
- Ability to work outside during warm climate conditions.

EDUCATION AND EXPERIENCE

- High School diploma or GED. One year of college or specialized training in accounting or related field a plus.
- Minimum of two (2) years of experience in auditing, basic accounting, inventorying, personal property appraisal, or related field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Possession or have the ability to become a Certified Florida Evaluator or Certified Cadastralist of Florida within three years.
- Valid State of Florida Driver's License.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

CONFLICT OF INTEREST

While employed by the Monroe County Property Appraiser, must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Monroe County; sell MCPA computerized database information; engage in any outside computer programming or consulting. Employees and members of their household may not own or hold financial interest in an appraisal business.

AT WILL STATEMENT

Employment at the Monroe 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 Monroe 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 Monroe 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.