



Tangible Personal Property Technician

Tangible Personal Property

JOB SUMMARY

This position provides technical support for the department's appraisal functions.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Sorts and distributes mail.
- Prepares a variety of regular and special reports.
- Processes Tangible Personal Property Forms (DR-405). Scanning, indexing, auditing for errors, and filing, as assigned; processes address changes, closed accounts, transfer of business names and other updates; adds and deletes accounts.
- Researches various sources for new businesses and assets for assessment.
- Provides taxpayers or their representatives with assessment values.
- Researches ownership and addresses for TRIM and DR-405.
- Processes DR-409 corrections.
- Returns DR-405s to owners for incomplete filings.
- Sets up new accounts per the business tax renewal list.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of office policies and procedures.
- Knowledge of modern office principles and practices.
- Knowledge of computers and job related software programs.
- Knowledge of customer service principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Tangible Personal Property Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide technical support for assigned agency operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with other county employees, property owners, title companies, private appraisers, attorneys, realtors, business owners, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain "Certified Evaluator" designation through the Florida Department of Revenue.

ACKNOWLEDGEMENT:

I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with St. Johns County Property Appraiser.

Date