

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ASSESSMENT SPECIALIST I

Department: MSTU
Pay Grade: 103
FLSA Status: Non-Exempt
Job Class: 2002
Risk Code: 8810

JOB SUMMARY

Responsible for processing of assessment programs, municipal service benefit units (MSBUs) and municipal services taxing units (MSTUs). Responsibilities include meeting with and educating applicants about the various assessment program processes, collecting and reviewing documentation, project tracking, preparing and sending correspondences, maintaining files, records and databases, and providing administrative and secretarial support for the department.

ESSENTIAL JOB FUNCTIONS

- Assists in preparation and verification of the accuracy of new assessment rolls using data from county property records, maps, and information developed by outside consulting firms.
- Assists with updates and maintenance of active assessment rolls through project initiation to final payout. Balances against County Property Appraiser's records to ensure accurate annual billing of tax notices. Assists in preparation of assessment resolutions and certifications of assessment roles.
- Reads and interprets plat maps, tax cards, and other property information to verify ownership, boundaries, and maintenance status.
- Assists with the coordination and facilitation of necessary information transfer with County Clerk's accounting and finance offices, bond counsel, financial consultants, and the department on matters related to bonded debt, fund transfers, releases of liens, applicant payments and refunds.
- Assists County Attorney, Clerk of the Circuit Court, Tax Collector, and Property Appraiser with any financial issues having to do with road assessments, MSTUs, and MSBUs.
- Assists in development of new programs and projects by conducting research, gathering data, and preparing written or oral reports.
- Assists in the preparation of specifications for construction projects including working closely with design engineers to determine quantities, special instructions for projects, etc. Prepares bid books, prepares tabulations from project specifications, outlines discrepancies that may occur, and shares, disseminates, and distributes project information.

- Maintains project folders and databases for assessment and other special projects in a professional, organized manner. Follows up on work efforts to ensure that actions are completed.
- Monitors project warranty periods and prepares documentation to acknowledge and/or release warranty periods.
- Enters Board of County Commissioner agenda items and assisting in preparation of agenda items and all back-up materials. Does the same for community boards as well.
- Proofreads and corrects drafts for grammar, punctuation, spelling, and accuracy in order to produce error-free work.
- Attends project and staff meetings and provides notes or minutes that will be used for future reference by staff or citizens. Coordinates meetings and conferences and maintains calendars.
- Responds to inquiries and requests by citizens, outside agencies, consultants, and other staff. Ensures that all inquiries and complaints are handled in a professional manner and follows-up, or coordinates follow-up, actions as appropriate.
- Processes work orders or documents requiring office procedural knowledge. Occasionally coordinates functions with other County departments.
- Receives fees and payments for assessment and other program applications. Performs daily cash audits and calculates for accuracy, checks, and balances. Processes payments for delivery to the County Clerk's office.
- Handles in a trustworthy and secure manner documentation of a confident or sensitive nature.
- Assists in the preparation of the annual department budget.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as lead worker for a small group of employees (one to five). May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and one (1) year related experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Notary Public certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations.
- Ability to write routine road assessment reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Knowledge of State and County laws, standards and regulations related to assessments, MSBUs, and MSTUs.
- Skills in organization and task prioritization.
- Ability to use computer applications (specifically word processing, data bases and spreadsheet programs) to prepare and retrieve professional correspondences and reports.
- Ability to develop spreadsheets, including the use of formulas, pivot tables, graphs, and charts.
- Ability to enter, develop, and maintain financial and statistical data.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will frequently be required to talk and hear, use hands to finger, handle, or feel, reach with hands and arms, walk and sit; and will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*