

## **ASSESSMENT COORDINATOR**

### **MAJOR FUNCTION**

This is a paraprofessional position that supports the operation of the MSTU/Assessment Department and is responsible for financial coordination and making recommendations on road assessments and Municipal Service Taxing Unit (MSTU) and Municipal Service Benefit Unit (MSBU) liens.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Prepare and verify the accuracy of new assessment rolls using data from County property records and maps, and from information developed by outside consulting firms. Prepares and verifies all change order work order requests on road assessments and MSTU and MSBU projects received from project managers, road inspectors, and road contractors.
- Maintains and updates active assessment rolls through final pay out and balancing against County Property Appraiser's records to ensure accurate annual billing of tax notices.
- Coordinates / facilitates necessary information transfer between County Clerk's accounting and finance offices, bond counsel, financial consultants and the department on matters related to bonded debt for assessment programs and department projects.
- Assists department director in the preparation of the annual department budget, including attending budget meetings as required.
- Handles correspondence and customer appeals regarding complaints and requests for waivers of penalties from property owners.
- Assists County Attorney, Clerk of the Circuit Court, Tax collector, and Property Appraiser with any financial issues having to do with road assessments, MSTU's, and MSBU's.
- Maintains all department personnel files and payroll records; maintains current knowledge of office staff positions in order to provide necessary coverage and assist in daily supervision. Provides in-house training on department policies, procedures and systems.
- Attends department manager meetings with director; attends meetings as directed for MSTU or road assessments (budget, setting rates for MSTU's waste, and public hearings for road assessments).
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

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## **CUSTOMER SERVICE**

This is a front-line position for providing 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.

## **SUPERVISION**

Functions as lead worker for a small group of employees (one to five) in the absence of a department director. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

## **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

### **Education and Experience**

Associate Degree or equivalent from two-year college or technical school and one year related experience and/or training or equivalent combination of education and experience.

### **Licenses**

Possession of a valid Florida Divers License.

## **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine road assessment reports and correspondence.
- Ability to speak effectively before customers or employees of organization.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra.
- Ability to make spread sheet interpretations for spread sheet calculations.

### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools, or material.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- May participate in development of policy, programs, plans, or procedures.

### **Specialized Skills and Abilities**

- Ability to use computer applications, specifically word processing and spreadsheet programs to enter, maintain, and retrieve financial and statistical data and prepare correspondence and reports.
- Knowledge of Florida Laws and procedures related to road assessments, MSBU's, and MSTU's.
- Strong organizational skills. Ability to prioritize tasks, analyze financial and detailed data, and meet multiple deadlines.
- 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.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, mobile telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, this employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds and will frequently be required to sit, use hands to finger, handle, or feel, talk or hear. Special vision requirements include, close, distance and color vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The typical noise level for this environment is moderate.

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Pay Grade: 15

Job Description Number: 2043

Status: NE

Revised: 6/2003