

Code: 2543

Title: EXEMPTIONS SPECIALIST

SUMMARY: Supervises and participates in the process of evaluating applicants' eligibility for property tax exemptions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Interviews applicants for eligibility for property tax exemptions and obtains information;
Researches property tax exemption requests made by the public and makes eligibility determinations under State laws, rules and regulations;
Evaluates applicant documentation for authenticity and requests additional information as mandated;
Reviews data from signed affidavits for errors, makes corrections and submits documents to data processing;
Calculates property tax exemption amounts for various properties and distributes information to divisions;
Makes field checks of property to confirm or refute non-profit status;
Supervises and evaluates support staff;
Conducts and supervises property tax exemption training for staff development;
Responds to questions from the public and staff concerning property tax exemption laws;
Obtains legal opinions from the County Attorney's Office in matters relating to property tax exemption eligibility;
Gives court testimony concerning property tax exemption decisions and field observations;
Utilizes an automated information system to monitor, track and present data.

KNOWLEDGE & SKILLS:

Knowledge of:

- State property tax exemption statutes, laws and eligibility requirements;
- appraisal methods, techniques, cost and market valuation system;
- real estate terminology, procedures and policies;
- business English, grammar and composition;
- principles and practices of supervision and training;
- arithmetic functions;
- applications of automated information systems.

Skill in:

- interviewing applicants and reviewing submitted documentation to make determinations in accordance with property tax exemption State laws, rules and regulations;
- making arithmetic calculations;
- communicating effectively, both orally and in writing;
- reviewing and evaluating the work of support staff;
- use of an automated information system for tracking data and report generation.

MINIMUM QUALIFICATIONS:

(1) Three years of experience in real estate including one year maintaining, recording and updating property tax and tax exemption information.

EITHER:

OR:

(2) Two years of experience with Pima County as a Property Appraisal Aide or Office Support Level III .

OR:

(3) One year of experience with Pima County as an Appraisal Support Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: Level one certification as an appraiser issued or recognized by the State of Arizona is required within one year of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 07/20/97
Updated 12/21/07(team)