



Questions?

Contact Frank White in HR/Talent Management at fwhite@acpaf1.org or 352-374-5237

Job Type: Full Time/Non-exempt

Working Title: Tax Roll Analyst

Location: Gainesville, FL USA

Department: Valuation

Tax Roll Analyst

Come join the Alachua County Property Appraiser's Office as the Tax Roll Analyst! This position will be expected to learn the fundamental concepts of property tax assessment, data validation, market research, and the model specification, calibration, and implementation functions of the Alachua County Property Appraiser's Office and will work closely with our Computer Assisted Mass Appraisal (CAMA) data system to help advance the organization's strategic plan to produce a fair and equitable tax roll for the Alachua County community.

The ideal candidate will have a detailed understanding of data production workflows, configuration, automation, data feature engineering, and error reporting resolution. Assisting with the submission and certification of the tax roll in accordance with the International Association of Assessing Officers and the Florida Department of Revenue standards will be one of the key responsibilities for this role.

ESSENTIAL JOB FUNCTIONS:

- Skillfully combines statistical analysis and property appraisal techniques to ensure equitable valuation, strong data quality, and defensible models to improve fairness and equity in new and existing market areas and neighborhoods.
- Performs the overall management of the analytical functions including, market research and development, model specification, data validation, and traditional appraiser desktop review to facilitate the submission and certification of the tax roll in accordance with the IAAO and Florida Department of Revenue standards.
- Conducts sales ratio studies and analysis to determine the qualification status of sales for mass appraisal purposes while verifying the information on internal and external reports such as property record cards, TRIM notices, and VAB packages in accordance with the Florida Statutes.
- Directs the implementation of new Computer Assisted Mass Appraisal (CAMA) data modules with an understanding of how the backend data tables interact with existing data to establish and standardize workflow processes with a goal of minimizing data loss while maximizing data accuracy and efficiency.
- Utilize the most effective and appropriate methods for collaborating with various departments to deliver technical solutions by identifying technical requirements, troubleshooting issues, and advancing key initiatives.
- Advises the Lead Tax Roll Analyst and Director of Valuation regarding the more sensitive tax roll and data analysis issues; facilitates communication, follows up on required actions, and provides alerts to any critical issues, potential problems, or urgent matters.

MINIMUM REQUIREMENTS:

- Associate's Degree or higher and two years of relevant experience; OR a High School Diploma and four years of relevant experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.