

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Abatement and Exemption Analyst

CLASS CODE: 1424

GENERAL DESCRIPTION OF DUTIES:

Incumbents review real and personal property exempt from ad valorem taxes, report and provide recommendations on exemption requests to the Assessor, and maintain related records.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Fiscal Series – Real Property Assessment Group job family within the City of St. Louis. Incumbents perform a limited variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for reviewing properties for property tax exemption, abatement and redevelopment status and verifying related information.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work leader/coordinator class. Positions have been assigned on a regular basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures for tax abatement and exemption duties to improve and maintain the performance levels of these employees.

Maintains and supervises records related to properties and organizations seeking exemption and exempt properties.

Processes and supervises exemption applications. Verifies applicant information, Investigates information and inspects properties. Documents inspections.

Prepares and submits recommendations for property exemption and redevelopment status. Reviews recommendations prepared by others.

Researches statutes and ordinances regarding property tax abatement.

Prepares information for appeals of exemption/abatement denials.

Meets with tax representatives, developers, attorneys and others regarding tax abatement matters.

Process and maintains records for abated parcels.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor others, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, tape measure, camera, computer terminal, calculator, telephone, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as income documents, articles of incorporation, property tax forms, inspection reports, exemption reports, appraisal manuals, maps, plats, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra; interpret descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as leading, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, or pathogenic substances.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds such as real estate forms. Tasks may involve extended periods of time at a keyboard or workstation.

Requires the ability to stoop, crouch, climb, balance, bend and twist to conduct property inspections.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Incumbents are required to recognize the texture of building materials, and colors, shapes and odors affecting property values. Requires the ability to distinguish objects clearly at close and far range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.