

VALUE ADJUSTMENT BOARD (VAB) COUNSEL

ABOUT THE POSITION:

The Palm Beach County Value Adjustment Board (VAB) is seeking a private attorney to serve as VAB Counsel. The primary role of this position is to advise the VAB on all aspects of the VAB review process to ensure that all actions taken by the VAB and its appointees meet the requirements of the law. This position must advise the board in a manner that will promote and maintain a high level of public trust and confidence in the administrative review process. This position is not an advocate for either party in a VAB proceeding.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Juris Doctorate degree
- Current membership in the State of Florida Bar Association
- Five (5) years of professional experience practicing law
- Must be an attorney in private practice
- Real estate and local government experience preferred

SPECIAL REQUIREMENT:

VAB counsel is prohibited from representing the property appraiser, the tax collector, any taxing authority, or any property owner in any administrative or judicial review of property taxes.

SKILLS AND ABILITIES:

- Knowledge of F.A.C., Rule Chapter 12D-9
- Knowledge of the statutory provisions that govern Value Adjustment Board (VAB) procedures
- Extensive knowledge of the theories, principles, and practices of the legal profession
- Ability to provide expert legal advice to the VAB and other officials of the department
- Ability to interpret and clarify complex laws, statutes, ordinances, and rules
- Ability to communicate clearly, concisely, verbally and in writing

ROLE OF POSITION:

The successful candidate will perform the following functions:

- Ensures that VAB proceedings are fair and consistent with Florida law
- Advises VAB of the actions necessary for compliance with Florida law
- Advises VAB regarding matters including: composition and quorum requirements; statutory training and qualification requirements for special magistrates and members of the VAB; legal requirement for recommended decisions and final decisions; public meeting and open government laws; any other duties, responsibilities, actions, or requirements of the VAB or its members under applicable law
- Answers legal questions from VAB staff and special magistrates
- Represents the VAB and its staff and special magistrates in all legal matters affecting the VAB
- Reviews and responds to written complaints alleging noncompliance with the law by the VAB, special magistrates, VAB clerk, and the parties
- Conducts VAB orientation for new special magistrates
- Reviews taxpayer letters requesting a review of special magistrates' recommendations
- Keeps VAB members and VAB staff updated on laws, statutes, rules, case law, and Department of Revenue bulletins, directives and guidance affecting the VAB
- Attends all VAB meetings
- Attends all VAB hearings, typically conducted October through February

- Reviews requests for late-filed petitions and determines if “good cause” exists to accept or deny the late-filed petition
- Attends meetings with VAB staff
- Reviews/researches applications for Special Magistrates for the upcoming tax cycle
- Recommends the rescheduling of certain petitions
- Addresses lawsuits filed against the VAB
- Randomly audits special magistrate worksheets for compliance
- Performs other functions deemed necessary by the VAB

To apply, submit your resume and desired hourly compensation to Kelly Tkachyk, HR Administrator, at ktkachyk@mypalmbeachclerk.com by June 29, 2018.