



Tax Incentives Specialist (Hybrid eligible)

Compensation: Starting at \$52,873.60

Employment Status: Full-time

FLSA Status: Non-Exempt

Civil Service Status: Bargaining Unit

The Franklin County Auditor's Office is seeking a Tax Incentives Specialist to join the Real Estate Appraisal team.

Who are we?

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

What will you do?

Reviews and completes tax incentive applications filed including ensuring the application contains all required information, date stamping applications, assigning numbers, logging applications, creating file folders, entering assessed property values and other information, keying certain data, printing Property Record Cards and maps, forwarding documents to County Treasurer and mailing documents to State of Ohio Department of Taxation; splits property values on Property Record Cards; maintains data on worksheets.

Processes Final Determinations from the State of Ohio including data stamping, noting decisions, keying information, copying the Final Determination, preparing, and filing folders, ordering Property Record Cards and maintain files for specified durations; processes Auditor's findings for TIF applications; processes new TIF applications; maintains and updates spreadsheets for all abated parcels in Franklin County.

Completes and processes Property Record Cards for Final Determinations for exemptions; processes Property Record Cards when a TIF is granted by the State of Ohio; creates spreadsheets with tax information for parcels with Enterprise Zone abatement, CRA and EPA parcels; prepares parcels with values that have been adjusted by a BOR decision, an incentive being applied, or Auditor's correction has been made.

Maintains parcels from the Land Reutilization Program and Auditors Sale parcels; calculates and processes Tender Payments to adjust real estate tax per exemption case; maintains exempt parcels that transferred and need to be taxable to ensure statutory required dates; prepares mailings for exempt parcels that have any changes; maintains Public Utility and Railroad values submitted by the state; mails Cell Tower Tax Letters; upon request, calculates taxes for the cellular site for a parcel that has a cell tower; creates new TIF districts on GIS mapping system, runs reports and sends new TIF area maps to GIS so they are available to the public.

Processes in-house exemption applications including date stamping, assigning numbers, logging information, filling in property values, keying data and maintaining in the CAMA and Tax systems; forwarding information to other departments, maintaining files, creating Final Determinations, and processing Property Record Cards.

Performs customer service functions, both externally to members of the general public and local government, as well as internal to the Auditor's Office and other county agencies (e.g., handles questions and inquiries in person, on the phone and via email and refers customers to other areas as appropriate).

Maintains records of the legislation per municipality regarding CRAs for verification purposes; creates and maintains data on worksheets specific to value changes in TIF properties as well as for specific TIF areas and/or taxing districts; creates new TIF workbooks; preps Property Record Cards based on BOR decision for current and prior years on tax incentive parcels. May assist with CAUV coverage: responds to emails in the CAUV inbox, answers phone calls, assists property owners at the front counter, and date stamps all incoming documents. May be required to respond to public records requests in consultation with Open Government Officer.

Who should apply?

We encourage individuals with completion of secondary education or equivalent (high school diploma or GED); two (2) or more years of related experience and/or training; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

Why should you work here?

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

1. **Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.

2. **Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
3. **Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
4. **Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
5. **Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.
6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.
7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.
8. **Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.