

ST. JOHNS COUNTY VALUE ADJUSTMENT BOARD SEEKS ATTORNEY SPECIAL MAGISTRATES
TO CONDUCT EXEMPTION AND CLASSIFICATION HEARINGS FOR THE 2019 TAX CYCLE

Deadline to apply is Friday, July 12, 2019.

The St. Johns County Value Adjustment Board seeks attorney special magistrates, pursuant to Florida Statute 194.035(1), to hear issues of exemptions, classifications, and determinations that a change of ownership, a change of ownership or control, or a qualifying improvement has occurred. Such magistrate shall be a member of The Florida Bar, with no less than five years experience in the area of ad valorem taxation. Notwithstanding the qualification requirements in the statute cited above, applicants who have three years of relevant experience and complete the exam provided by the Department of Revenue, under Florida Statute 194.035(3), may be appointed. Residency in St. Johns County is not required. However, an applicant cannot serve if he or she is an elected or appointed official of a county, a taxing jurisdiction, or the state; is an employee of a county, a taxing jurisdiction, or the state. If appointed, a magistrate may not represent a person before the board in any tax year during which he or she has served that board as a special magistrate.

Attorney magistrates are reimbursed at the rate of \$140 per hour, for actual hours worked, with a four-hour minimum for hearing dates. No travel reimbursement is provided.

Send application, and any attachments by Friday, July 12, 2019, to Natasha McGee, SJCVAB Clerk, 500 San Sebastian View, St. Augustine, FL 32084, or email to nmcgee@siccoc.us, or by fax to 904.819.3664.

**ATTORNEY SPECIAL MAGISTRATE APPLICATION
ST. JOHNS COUNTY VALUE ADJUSTMENT BOARD**

(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN FLA. STAT. 194.035)

Application for Attorney Special Magistrate

Please type or print. If more space is needed, attach additional sheets. Applicants may supplement their application with a resume. However, a resume cannot be used in lieu of an application.

APPLICANT INFORMATION

Name: _____

Business Name: _____

Address: _____

Phone: Home/Business/Cell _____

Email: _____

Fax: _____

REQUIRED DOCUMENTATION

Verification of qualifications will be made prior to consideration of this application, pursuant to Florida Statute 194.035.

Department of Revenue certificate of completion for Department training: Prior to conducting hearings, all applicants are required under Florida Statute 194.035 to certify completion of the current year training provided by the Department of Revenue. To obtain the training, go online to the Department's website at <http://floridarevenue.com/dor/property/vab/training.html>.

LICENSURE/EXPERIENCE

Florida Bar Number: _____ Date of Admission: _____

How many years experience do you have in the area of ad valorem taxation: _____

Should a selected special magistrate's license expire during the current tax cycle, the magistrate will promptly provide the clerk with a copy of his/her updated license for the record. Non-compliance will result in the magistrate not being allowed to conduct hearings or otherwise participate in decisions affecting taxpayers.

QUALIFICATION/EXPERIENCE

1. Educational Background: _____

2. If you currently or previously have served as a special magistrate, please provide the municipality or county and dates served: _____

3. Have you ever been dismissed, terminated or denied appointment as a special magistrate for poor or improper performance? No ___ Yes ___ (please explain) _____

4. List any additional information that would qualify you to serve as a special magistrate: _____

5. Have you ever been disbarred, suspended or received any other disciplinary action from any organized association, or from the State of Florida? No ___ Yes ___ (please explain) _____

6. Explain your level of knowledge and experience with computers and list the applications you are familiar with, including Axia VAB software: _____

CERTIFICATION

Pursuant to Florida Statute 194.035, a person cannot serve as a special magistrate if he or she is an elected or appointed official of a county, a taxing jurisdiction, or the state; is an employee of a county, a taxing jurisdiction, or the state; or in the same tax year that he or she services the Board as a special magistrate, represents a party before the Board in any administrative review of property taxes.

Are you an elected or appointed official of a county, a taxing jurisdiction, or the state?
Yes ___ No ___

Are you an employee of a county, a taxing jurisdiction, or the state?
Yes ___ No ___

If yes, please provide details: _____

The undersigned certifies, under penalty of disqualification from consideration, that each item contained in this application, or any other document furnished by or on behalf of the applicant is true and complete as of the date it bears. The undersigned authorizes the Value Adjustment Board to obtain information from other sources to verify each item contained herein. The undersigned acknowledges that, if selected, he/she will follow all requirements and mandates of law in fulfilling the duties of special magistrate.

_____ Date: _____
Signature of Applicant

Printed Name of Applicant