

**REQUEST FOR QUALIFICATIONS FOR ATTORNEY TO REPRESENT THE  
CLAY COUNTY VALUE ADJUSTMENT BOARD**

(Deadline for submission of qualifications is August 22, 2008)

The Board of County Commissioners of Clay County, Florida (BCC) is soliciting proposals from qualified attorneys to represent the Clay County Value Adjustment Board (VAB). The VAB comprises five members: two county commissioners, one school board member, and two citizen members. The VAB is governed under the provisions of Chapter 194, Florida Statutes, and Rule 12D-10, Florida Administrative Code. The VAB meets during the Fall and early Winter to oversee the administrative proceedings held for the purpose of providing citizens an opportunity to file petitions challenging the determinations of the Property Appraiser regarding exemption and valuation issues. Special Magistrates hired by the BCC conduct the hearings on the petitions and make written recommendations to the VAB. The VAB meets for the purpose of acting on the recommendations and also for the purpose of hearing any appeals from the recommendations of the Special Magistrates. The VAB also meets to conduct organizational duties and to certify the tax rolls. The recent changes in Florida law may impose additional duties on the VAB. The meetings and public hearings are informal. The successful candidate must be available to attend all meetings of the Value Adjustment Board. The successful candidate will be responsible for advising the VAB and the special magistrates on the law governing exemptions, ad valorem and intangible property valuations, portability exemptions, assessments, procedural issues concerning the conduct of the hearing or meeting, the statutory and common law governing the VAB process, sunshine law, and due process issues. Clerical support for the VAB and special magistrates is provided by the County. The successful attorney must be a member of the Florida Bar and have practiced law in Florida for over five years. The successful candidate may not represent the property appraiser, the tax collector, any taxing authority, or any property owner in any administrative or judicial review of property taxes. Please note that the County will not reimburse for any expenses or mileage incurred in traveling to the Clay County Administration Building in Green Cove Springs, Florida where the meetings of the VAB and the special magistrates take place. Please submit qualifications and an hourly rate of compensation in writing to Fran Moss, Chief Assistant County Attorney, P. O. Box 1366, Green Cove Springs, Florida 32043. More information may be obtained about the duties and responsibilities of the attorney for the VAB by contacting Fran Moss, at (904) 269-6377 during regular business hours.