



## DPFG - DISCLOSURE SERVICES, INC. ("DPFG-DS")

### JOB DESCRIPTION

#### **Job Title:**

Disclosure Associate

#### **Job Summary:**

Prepares detailed work product for clients as directed by Disclosure Manager with emphasis on the preparation of various tax disclosure reports and documents.

#### **Reports To:**

Disclosure Manager

#### **Essential Duties and Responsibilities:**

The following list of essential duties and responsibilities is meant to be a representative, and not an exhaustive, list of job functions:

- Ability to prepare accurate and detailed tax disclosure reports for new residential developments.
- Ability to perform thorough research and investigation on various taxing districts within specified area(s).
- Ability to analyze property tax data and prepare legal documents.
- Ability to perform basic to moderate math computations.
- Ability to communicate effectively with clients and public agencies.
- Ability to perform and work at a steady and productive pace in order to meet or exceed client deadlines.

#### **Technical Competency:**

1. Proficient in Excel and the ability to read, write and comprehend legal documents.
2. Continues to increase technical competency in all disclosure related areas.

#### **Revenue Growth:**

1. Disclosure Associates are expected to perform their job duties in an exemplary fashion, which frequently results in additional work from clients.
2. Disclosure Associates are expected to begin developing their client relations and business development skills.

#### **Firm Growth:**

Disclosure Associates are encouraged to offer ideas that support the growth of the DPFG-DS Team, as well as DPFG, Inc. as a whole.

#### **Education and Experience:**

Undergraduate degree or Associates degree required with an emphasis in Law (Pre-Law, Paralegal or related), Finance, Economics, or Accounting or related field. Previous work experience is preferred, but not required.

#### **Interview Requirements:**

In addition to an interview, please be prepared to complete:

1. Excel skills assessment in order to evaluate knowledge of basic Excel functions.
2. Basic review of legal documents in order to evaluate basic proofreading skills.

#### **Benefits:**

We offer competitive compensation and excellent Medical, Dental, Holiday, Vacation and Sick, Term Life, and Disability Insurance.