



GIS Technician-Manufactured Home Appraiser (2910)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 13

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform valuation, verification, and data collection of taxable real estate and mobile homes in the County in order to develop the annual County tax digest.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Performs varied data entry and manipulation using GIS software to create, maintain, display, and update the county's comprehensive geographic information system including production of accurate maps and other representations of spatial and tabular data. Performs various geographic analysis, research, and verification activities to ensure the information collected and displayed is accurate and complete. Performs tasks supporting the GIS Coordinator in projects and tasks used in reports and representations for supported departments.

Maintains mobile home digest: collects information from customers wishing to register a mobile home; researches ownership status and issues regarding illegal movement, insufficient documentation, and other issues related to appeals; reviews values in office and in field as needed; assists owners, dealers, banks, realtors, and other customers with related questions; corrects errors; creates new accounts; deletes records; reviews sales and performs sales studies to determine accuracy of digest; and makes recommendations to Chief Appraiser regarding to accuracy of values and any changes needed.

Assists taxpayers with motor vehicle appeals: assists taxpayers in filing appeals on their motor vehicle title ad valorem tax; conducts research on vehicle values and assigns appropriate values to vehicles; files appeals with accurate information for the Board of Assessors to approve.

Enforces mobile home location permits: identifies all mobile homes without a current year mobile home location permit and conducts on-site inspections of them; issues citations to appear in Magistrate court to all mobile homes found to be non-compliant; prepares all cases to be heard in court by collecting evidence and keeping records of taxpayer interactions.

Performs miscellaneous office duties: answers the main phone; creates reports for supervisors and colleagues; collects and distributes documents as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required, with some vocational or technical training in real estate or a related field; supplemented by two years of experience in property appraisal, property valuation or related field;

or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Appraiser II certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, toxic agents, animal/wildlife attacks, animal bites and water hazards.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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