



Commercial Appraiser (2903)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 16

Safety-Sensitive: No

Purpose

The purpose of this classification is to locate, obtain, organize and analyze all data on commercial and industrial property in Bulloch County to develop, document and adjust this portion of the tax digest. This position also assists the in development and implementation strategies for the successful performance of the Tax Assessor's Office.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Performs field inspections of commercial and industrial real properties to obtain accurate data: inspects all improvements and structures; photographs improvements for attachment to computer system files; records any changes or improvements in land or structures; ensures compliance with established office practices and procedures for approaches to value; and generates amended documents with each change in parcel.

Assists in development and maintenance of cost, income and market schedules and tables for utilization in department computer systems.

Reviews and maintains commercial and industrial real property records: updates and corrects records as needed.

Assists in preparing and mailing of Assessment Notices: communicates with taxpayers and agents regarding taxability and Fair Market Value; and gives consideration to any new pertinent information provided.

Reviews any appeals regarding commercial and industrial real property: attempts to resolve prior to scheduling hearing; and prepares documentation and data to defend valuation 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 three 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

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 light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. 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.