



Personal Property Auditor (2915)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 16

Safety-Sensitive: No

Purpose

The purpose of this classification is to collect, valuate, verify, and enter personal property data for the Bulloch County tax digest.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Analyzes tax statements: analyzes the statements of tangible personal property submitted by the taxpayer to determine the fair market value of applicable items; determines if Personal Property Tax returns are complete and incorporate reasonable values; reviews math and depreciation groups for accuracy; and determines the fair market value of taxable items.

Maintains the tax digest database: enters personal property values into the tax digest database; files and scans tax returns and supporting documents; inputs scanned information into the tax digest database; attaches tax return and supporting documents to the appropriate personal property account within the tax digest database; and maintains a paper copy on file until the tax digest is completed for the year.

Monitors reports: monitors business license reports, boat registration reports, and other reports to identify businesses or individuals that may have taxable personal property; and utilizes information to update businesses and individuals within the tax digest database.

Provides information: provides taxpayers, accountants, and personal property tax agents with information concerning personal property values in person, by telephone, or electronically.

Handles appeals: handles appeals of vehicle value for Title Ad Valorem Tax; handles appeals of assessment of property value.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Real Estate, Accounting, or related field required; supplemented by five 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.

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