



## **Property Appraiser Trainee (2920)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 11

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to appraise property values via mass appraisal for the purpose of assessing taxes.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

This is the first level in a multi-level series. Incumbents in this classification focus on collection of data and routine appraisals, receive direct oversight and supervision, and have limited discretion and judgement.

### **Typical Duties**

Conducts property appraisals: performs basic level appraisals of real, personal, commercial, and exempt property; creates or verifies data for existing and/or new construction; and uses department procedures and current data to establish fair market values.

Collects property data: compiles data specific to each property; measures, sketches, or photographs new property, additions, and renovations to determine property values; compiles sales information; and audits existing appraisal data.

Performs field inspections: audits reports for errors and problems; and verifies data for new constructions and additions or renovations.

Prepares appeal data: gathers information and documentation; verifies records; conducts additional research and field reviews; and prepares related data for appeal hearings.

Assists property owners, tax representatives, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.

Communicates with supervisor, other employees, the public, real estate and tax professionals, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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 I 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 evaluation of information against measurable or verifiable criteria.

## 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:** 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, water hazards, and rude/irate individuals.

*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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