



Senior Appraiser (2900)

FLSA Status: Exempt

Pay Grade: 20

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist in the preparation of the annual County digest.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the third level in the Appraiser series. Incumbents in this classification handle the most complex appraisals and audits, have a higher degree of independence and judgment, and a higher degree of education and experience.

Typical Duties

Assists in the preparation of the annual tax digest: gathers data, compiles and maintains list of all personal property in the County; prices personal property through analysis of Business Personal Property returns submitted by taxpayers; enters data into computer system and maintains personal property files; and prepares reports including assessment notices and personal property tax digest.

Oversees audit of personal accounts: oversees advanced audits using basic accounting principles and contractual agreements with vendors; develops criteria for accounts being audited; assists in obtaining vendor contracts; and monitors audit procedures, vendor billing and audit discoveries.

Prepares all documents and defends appeals in the appeals process: reviews all law, rules, and regulations to prepare for appeals; defends assessments before the taxpayer, Board of Assessors, Board of Equalization, and Superior Court; and processes motor vehicles appeals.

Assists public in search of records and answers questions concerning property assessments: assist in filing for Conservation Use Application and Homestead Exemption; and assists taxpayers in the appeal of motor vehicles.

Analyzes and maintains office procedures and operations in compliance with applicable local, state and federal laws, rules and regulations: reviews and maintains records of Conservation Use Covenants; develops and monitors Homestead Exemption audit process to determine eligibility; and develops and monitors mobile home enforcement policy and procedures.

Analyzes sales ratio studies to determine accuracy of pricing schedules and tables: analyzes sales ratio studies provided by the Georgia Department of Revenue and the Georgia Department of Audits; analyzes in-house sales ratio studies; and determines accuracy of pricing schedules and tables.

Performs related administrative duties in support of department operations: maintains record of continuing education requirements for office staff; schedules and coordinates travel, lodging and registration for office staff; conducts in house training meetings; submits payroll; develops and maintains interoffice policy manual; assists Chief Appraiser with employee evaluations; and assumes responsibility under established protocols for Chief Appraiser and Deputy Chief Appraiser in their absence.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Accounting, Finance, or a related field required; supplemented by five years of progressively responsible experience in property appraisal and valuation; 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 work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

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, advisory and/or design 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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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 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.

Created July 2019