



Tax Appraisal Clerk II (2925)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 9

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform clerical and data entry duties to maintain records of taxable values for the yearly tax digest for Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the second level within a multiple level series. Incumbents in this classification have two years of experience in the department, handle more complex clerical and data entry duties, and perform work activities with limited supervision.

Typical Duties

Performs data entry: gathers and enters data pertaining to real property, including transfers of property ownership, address changes, land and improvement data, and other changes affecting property value; updates property ownership, property records, and deeds; and updates land divisions and land combinations.

Processes applications for homestead and conservation exemptions: collects information on mobile homes for homestead exemptions; issues mobile home decals; processes and notarizes conservation applications; registers mobile homes for new owners; scans appropriate documents to parcel files; and submits petty cash to the County Commissioner's Finance Department.

Assists with other administrative support duties: performs receptionist duties; schedules appointments; answers customers' tax assessment questions or refers them to the appropriate person; locates property on database and aerial maps for the public, attorneys, real estate agents, surveyors, and other county employees; and figures tax estimates and real estate closings for attorneys and mortgage companies.

Assists Chief Appraiser: gathers property valuation information for the Chief Appraiser; maintains files of property cards, tax records, plats, and deeds; and processes car appeals submitted by the Tax Commissioner's Office.

Assists other departments: informs GIS Department of buildings by entering data into the change detection program; assists the Tax Commissioner's office by locating property identification information and answering questions pertaining to exemptions; and assists appraisers by processing documentation, scanning field check notes to appropriate parcels, and updating sketches of houses and mobile homes with decks, porches, and other add-ons.

Serves as secretary to the Board of Assessors: schedules Board meetings; takes meeting minutes; maintains correspondence pertaining to exemption requests; compiles conservation list for Board approval; maintains documents pertaining to the Board's terms in office.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of experience in providing clerical and data entry duties in the department; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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 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: Essential functions are regularly performed without exposure to adverse environmental conditions.

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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