



Tax Appraisal Clerk I (2930)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 8

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform routine 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 first level within a multiple level series. This is an entry-level clerical position within the Tax Assessor's Office.

Typical Duties

Performs data entry: 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.

Provides customer service: performs receptionist duties; answers customers' tax assessment questions or refers them to the appropriate person; processes applications for homestead exemptions; processes and notarizes conservation applications; 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.

Manages mobile homes registrations: registers mobile homes for new owners; ensures new mobile homes have no outstanding taxes owed to another County; issues mobile home decals; reviews documentation before registering new mobile homes to dealerships; and determines if a mobile home has been removed from the County or moved into the County without a permit.

Maintains accounts: writes up errors and releases of accounts to correct the value of a mobile home or other personal property; makes adjustments to account; and provides error and release form to Chief Appraiser.

Provides personal property assistance: examines reports and guides to discover and determine values of boats in the County; assists marine and business owners with their returns; processes marine and personal property returns; and provides copies of business property account summaries to accountants and tax representatives.

Maintains list of permanent locations of mobile/manufactured homes: keeps list current and scanned into computer systems; verifies Tax Commissioner's Office has cancelled titles to appropriate mobile homes; and provides list to Appraiser for measurements.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; 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: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. 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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