Appraiser III (2923)

FLSA Status: Non-Exempt (Hourly)
Pay Grade: 15
Safety-Sensitive: No

Purpose

The purpose of this classification is to collect, review, analyze, value and enter data of all real property in the County in order to develop and document this portion of the County tax digest, including ad valorem tax.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the fourth level in the Appraiser series. Incumbents in this classification have a higher degree of independence in decision-making, have a higher degree of certification and experience, and provide training and mentorship to junior appraisers.

Typical Duties

Oversees field reviews of properties: measurement of all new construction, residential and commercial, ensuring that data collected accurately represents value of the property; identifies any structures not on the tax digest; and collects data to ensure all improvements of property are recorded.

Performs market analysis of sales to assist in development of land values, cost schedules and depreciation schedules.

Performs sales ratio studies to ensure values are uniform and meet requirements of state laws and regulations; identifies and reviews any properties not within these requirements.

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

Performs office duties such as; answering phone calls; assisting taxpayers with exemptions and covenants creates reports for supervisors and colleagues; and collects and distributes documents.

Provides training for new Property Appraiser Trainees on appraisal practices and office procedures.

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 III certification from the Georgia Department of Revenue.

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 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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