



## Tax Appraiser II

FT Reg 401a Match Full-Time  
08 Tax Assessors, Conyers, GA, US

**Salary Range** :12.5900 To 16.5400 (USD) Hourly

### **Job Summary**

This position is responsible to appraise real property for ad valorem tax purposes using industry-accepted methods for determining value. Tax Appraiser II is the full performance classification level. This classification is differentiated from the Tax Appraiser III class, which is the senior performance classification level. Requires full knowledge of the mass appraisal system and ability to perform and analyze state mandated statistical testing.

### **Essential Functions**

*Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Gathers data on real property including, but not limited to, measuring structures, physical inspection of exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property.

Creates detailed sketches of improvements to property; calculate square footage, size and shape; estimate fair market value.

Uses field data including replacement costs, comparable sales data, and income potential to determine property value.

Enters field data into computers.

Checks final valuation for accuracy.

Reviews information and appraisals submitted by taxpayers for validity.

Reviews returns and appeals; visits site; interviews property owner; researches and reviews current pricing guides and market trends; presents information and defends values to Board of Equalization.

Maintains current knowledge of assigned appraisal area and accepted work and building standards.

Performs appraisals on mobile homes.

Gathers and confirms data for computer assisted appraisal systems from both records and field work.

Reviews returns and appeals.

Develops and analyzes statistical sales ratio.

Develops pricing schedules for urban and rural land based on market data.

Represents the County Assessor's office to the public.

Performs and analyzes state mandated statistical testing.

Additional Duties:

Employees in this classification may be expected to perform any related duties as required by proper authority.

### **Knowledge, Skills and Abilities**

Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to real property.

Knowledge of land appraisal and building cost estimating methods.

Knowledge of the principles, practices, and techniques used in property assessment.

Knowledge of the guidelines and statutes effecting property assessment.

Skill in performing basic arithmetical computations.

Skill in locating property according to description.

Ability to analyze and interpret the factors affecting property values.

Ability to conduct research and prepare clear and concise reports.

Ability to appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals.

Ability to meet and deal tactfully with the public.

Ability to prepare reports and present facts clearly.

Ability to follow written and verbal instructions.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

Ability to communicate effectively verbally and in writing.

Ability to read plats.

### **Working Conditions**

This position requires employees to work in the office and in the field performing appraisals. The noise level in the office work environment is usually quiet. The noise level in the field may range from quiet to loud.

## Minimum Qualifications

- 1) Associate's degree in real estate, business or public administration or a related field.
- 2) Two (2) years experience in property appraisal or a related field.
- 3) OR have a combination of education, training and work experience that is equivalent to #1 and #2 above that provides the requisite knowledge, skills and abilities for this job.
- 4) Must obtain Georgia Department of Revenue Appraiser II certification within six (6) months from date of hire, and must maintain a current and valid Appraiser II certification while employed in this class.
- 5) Valid State of Georgia driver's license.