

VACANT POSITION
DEPARTMENT: TAX ASSESSOR
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION and PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to: HUMAN RESOURCES OFFICE
CLOSING DATE: POSITION OPEN UNTIL FILLED

Job Title: Deputy Chief Appraiser
Salary: Pay Grade 22, Hiring Rate \$49,459
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am-5:00 pm; M-F, overtime as needed

This position has been determined to be non-exempt from the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state-awarded GED; certification from the State of Georgia's Appraisers' Training Program as an Appraiser III; five years of progressive experience as a residential/commercial appraiser with previous supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position. Must possess and maintain a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, is responsible for supervising and performing the appraising and listing of all types of real and personal property in Spalding County. Assists the Chief Appraiser in planning, organizing and coordinating the appraisal and assessment of real and personal property in accordance to State law and County policy. Supervises the appraisal staff to ensure accurate and timely completion of duties. Must be proficient in WinGAP CAMA system and have the ability to maintain the WinGAP system. Reports to the Chief Appraiser.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, printer, facsimile machine, blue-ray map printing machine, calculator, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Assists the Chief Appraiser by presenting evidence and testifying in Board of Equalization, Hearing Officer and Superior Court hearings.

Responsible for building appraisal reports and managing Appraiser Tasks using the following vendor software: ASAP, DataCloud, CAMACloud, ArcMap/GIS, Microsoft SQL Server Management Studio and Microsoft Visual Studio.

Assists the Chief Appraiser in handling employee concerns and problems and directing work load among appraisal staff employees; and provides training/assistance to appraisers in proper appraisal techniques, methods, and procedures.

Plans and organizes the activities of the appraisal staff in regards to the appraisal and assessment of real and personal property in Spalding County in accordance with Acts, Rules, and Regulations of the State of Georgia Department of Revenue; organizes, prioritizes, and assigns work; develops work schedules to ensure proper staffing and adequate coverage; organizes/coordinates appraisal routes to ensure daily work within a specific geographic area of the county; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists the Chief Appraiser in compiling values for the county tax digest for approval by the Board of Tax Assessors and submission to the Tax Commissioner:

Assists the Chief Appraiser in supervising the assessment and reassessment of all taxable real and personal property and the maintenance of all county records pertaining to properties;

Reviews property assessments and conducts sales ratio analyses to ensure that all real and personal property in Spalding County is appraised fairly and equitably;

Develops land value tables, assessment codes, and cost manuals.

Responsible for preparing Assessment notices and uploading CAMA data to vendor ftp web sites for mailing of the notices. Must maintain various Depreciation, Cost and other tables in WinGap CAMA system.

Works with the Georgia Department of Audits with the yearly Sales Ratio and the verification of sales for use in the study of the county's ratios.

Conducts field reviews of residential, commercial, industrial, special-purpose, and vacant property; locates and identifies real property, referring to various maps, property indexes, directories and other documents; collects data/information relating to property/improvements; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, and other conditions affecting values; makes calculations and applies such data to appraisals of specific buildings.

Reviews various records and documentation in association with determining appraised values; collects/applies data relative to land/property valuations, such as zoning, selling/asking prices, ownership, income, or building costs; researches public records of sales, leases, assessments and other transactions to verify sales data; maintains equalization of comparative properties; develops methods/procedures to assure comparable appraisal values.

Identifies other factors impacting value of existing properties, such as remodeling, new features, or changes in classification; takes such factors into consideration in determining appraised values.

Calculates/assigns appraised values to property.

Provides information and assistance to taxpayers, attorneys, surveyors, realtors, or other individuals regarding appraisal data, appraised values, property lines, ownership records, legal descriptions, purchase prices, date of purchases, and related information.

Receives/investigates complaints about property assessments; performs reappraisals as appropriate; submits recommendations for consideration at hearings.

Prepares/supports technical cases to defend contested assessments in Board of Equalization hearings or court proceedings as needed; attends Board of Tax Assessors and/or Board of Equalization meetings to substantiate property values when disputes are appealed.

Stays abreast of new and current laws pertaining to real estate and taxation, interprets and applies these laws; keeps abreast of market trends and construction costs. Is knowledgeable of the Uniform Standards of Professional Appraisal Practices (USPAP) and the Appraisal Procedures Manual as approved by the Revenue Department of the State of Georgia.

Provides assistance to taxpayers, appraisers, attorneys, city, county and state offices in regards to real and personal property taxes.

Conducts necessary planning, with the approval of the Chief Appraiser, of day to day, short run, and long range activities as required to maintain personnel functions, plan production schedules to conform with annual tax cycles.

Prepares a wide variety of records and reports such as property cards, tax maps, ratio studies, etc.

Attends mandatory state approved training courses as required for appraisers.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

March 12, 2020

Job #2811b