

**PROOF OF EDUCATION REQUIRED WITH APPLICATION  
VACANT POSITION**

**DEPARTMENT: TAX ASSESSORS**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**APPLICATION & PROOF OF EDUCATION TO** [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title                    Appraiser II – Real Property (Position #2804)  
Salary:                      Pay Grade 13; Hiring Rate based on \$33,942 per year  
                                    Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule:            8 am - 5 pm, M-F, some overtime may be required

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

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma (or state-awarded GED), or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must have Appraiser I certification from the Georgia Certification Program and must obtain and maintain current Appraiser II certification within probationary period of employment. Must possess and maintain a valid Georgia Class C Driver's License.

**GENERAL STATEMENT OF JOB:** Under general supervision, performs field appraisals of real property, provides technical assistance to citizens with questions relating to appraisals, and compiles data relative to land valuations and appraisals. Keeps abreast of local property trends and modern appraisal methods and techniques. Reports to the Chief Appraiser.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of equipment, including calculator, typewriter, copy machine, two-way radio, digital camera, tape measure, surveyor's wheel, 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.

Performs field appraisals of all real property, under direction and supervision of the Chief Appraiser and Deputy Chief Appraiser.

Interviews individuals familiar with real property, searches public records of sales and/or lease, and other transactions to determine fair market value of property in question.

Records measurements of buildings, compiles data relative to the number of rooms, type of construction, age and other conditions affecting values; performs calculations and applies such data to appraisals of specific buildings; enters data into WinGAP to assist in formulating fair market values. Collects property sales data for performing sales and neighborhood analysis.

Receives and reviews building permits, construction plans and sales to determine fair market values; reads and interprets information on a variety of real property appraisals. Conducts sales reviews of property on an annual basis and parcel to parcel reviews throughout the year.

Represent County Tax Assessors Office by preparing supporting documentation to defend contested assessments and make presentations before the Board of Equalization.

Compiles data on land valuations and applies such data in appraising specific parcels of land.

Reads tax maps in order to identify and locate properties in the county.

Provides public with assistance and information concerning property, including ownership, value, legal description, purchase price and date of purchase. Meets with property owners/taxpayers for informal hearings to discuss property assessments, conservation use, and exemptions.

Ensures that department policies and Georgia Department of Revenue rules and regulations are adhered to in the performance of all appraisals and ensures that all appeals are handled properly; present and defend property assessments before the Board of Equalization.

Continue professional development by attending State Revenue Appraiser Certification programs. Attends courses as required for appraisers every two years.

Assists in compiling appraisal data and cost tables for WinGAP system.

Operates a county vehicle; performs parcel to parcel reviews of real property in the field; measures and photographs real property buildings and improvements.

Retrieves information from WinGAP into Excel spreadsheet to create reports; creates basic formulas and formatting in Excel reports.

**ADDITIONAL JOB FUNCTIONS**

Develops methods and procedures to assure comparable appraisal values.

Performs other related duties as required.

October 24, 2018  
Job #2804b