



UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
invites applications for the position of:

**Appraiser II or Appraiser III / Tax  
Assessor's Office**

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**SALARY:** \$38,348.00 - \$55,813.00  
Annually

**OPENING DATE:** 09/21/18

**CLOSING DATE:** 10/04/18 11:59  
PM

**PURPOSE & JOB RELATED REQUIREMENTS:**

**\$38,348 - \$55,813 depending on qualifications.  
See Job Purpose below for details.**

**REPORTS TO:** Varies

**FLSA STATUS:** Non-Exempt

**CLASSIFICATION:** Personnel System - Requires satisfactory completion of a six month probationary period

**PAY GRADE:** 15 (Appraiser II) or 18 (Appraiser III)

**SAFETY SENSITIVE:** No

**Purpose of Job**

**Appraiser II:** The purpose of this job is to review and appraise the typical types of residential and light commercial properties. Duties and responsibilities include, but are not limited to: locating and valuing parcels of property; gathering all information needed for appraisal of property; preparing and supporting documentation to defend contested assessments; assisting general public; and performing additional tasks as assigned. **SALARY for Appraiser II (Pay Grade 15): \$38,348 - \$49,853**

**Appraiser III:** The purpose of this job is to make field appraisals of the more difficult and complex residential and light commercial properties using the most appropriate of the three approaches to value. Duties and responsibilities include, but are not limited to, gathering records; analyzing and maintaining a variety of data, selling and asking prices, rental income, depreciation schedules, building, land, and equipment cost in order to make accurate and equalized appraisals; receives and investigates complaints about property assessments; makes reappraisals and submits recommendations for consideration to supervisors; prepares and supports technical cases to defend contested assessments in court proceedings or Board of Equalization hearings; and performing additional tasks as assigned. **SALARY for Appraiser III (Pay Grade 18): \$42,933 - \$55,813**

**Job Related Requirements**

**WORK SCHEDULE:** Monday-Friday, 8:00 a.m. - 5:00 p.m.

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

## **MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

### **Qualified applicants must possess the following for the Appraiser II position:**

High school diploma or equivalent with two years of drafting and appraisal or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

Must possess Appraiser II Certification or have the ability to obtain Appraiser II certification within one year of date of hire.

### **Qualified applicants must possess the following for the Appraiser III position:**

High school diploma or equivalent with four years of mass appraisal or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

Must possess Appraiser III certification.

## **ESSENTIAL DUTIES, RESPONSIBILITIES:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**\* \* For the APPRAISER II position \* \***

### **When Assigned to Real Property:**

Appraises real property in Clarke County by conducting on-site reviews which include measuring the structures present on property and observing the characteristics, physical condition, and quality of construction.

Measures and records new or improved buildings to assist in determining new valuations.

Reviews, measures, and updates existing remodeled and renovated properties.

Locates and identifies new improvements and new tracts of land in the area to be appraised.

Inputs, analyzes, and evaluates final results of fieldwork to determine valuation; all fieldwork should be complete and input by February 1 of each digest year.

Sketches property and/or its improvements to determine valuation and assist in data entry.

Estimates percentage complete on new construction as of January 1 of each year.

Reads tax maps and plats to determine size, shape, area, and land value of property and to correct any errant data.

Monitors costs of construction and materials to develop an equitable basis for assessing property.

Reviews sales ratio studies to ensure uniformity of value and to assist in updating property values.

Represents the Tax Assessors Office in Board of Equalization hearings to defend values.

Prepares and appraises land splits, new homesteaded mobile homes, and new subdivisions for annual Tax Digest; assists in completing new Tax Digest.

Reviews sales to verify property information and correct any errant data.

Assists taxpayers, surveyors, attorneys, appraisers, foresters, and realtors with questions concerning property location, property information, and deeds.

Assists the public in the use of the computer appraisal system.

Attends conferences, seminars, and continued education courses as required.

Performs miscellaneous tasks such as answering telephone, locating and filing property record cards, and correlating and assigning map numbers to current building permits.

May assist other office personnel and/or personal property appraisers.

May assist in the maintaining of historical use assessments and conservation use properties.

May act as the manufactured home coordinator by valuing, processing, and updating the pre-bill mobile home digest.

Performs other duties as required.

**When Assigned to Personal Property:**

Processes personal property returns by reviewing incoming reports, obtaining necessary schedules, and assigning new or updated values; should be completed by mid-April of each year according to yearly digest schedule.

Locates and appraises new parcels of personal property in Athens-Clarke County and updates appraisals of existing properties; conducts field reviews.

Reviews business license data from Finance to determine new accounts and ownership changes of existing accounts; maintains and updates files for new businesses.

Assists in performing, processing, and reviewing Personal Property audits.

Assists with preparing personal property data files in order to print, sort, and mail return forms and/or Change of Assessment Notices to property owners in accordance with applicable statutory requirements of state law; must be completed in a timely manner according to digest schedule.

Coordinates and enters personal property and real estate data that is used in valuation process.

Aids in the scheduling and processing of Board of Equalization hearings for personal property accounts.

Represents the Tax Assessors' Office at personal property appeal hearings.

May act as the manufactured home coordinator by valuing, processing, and updating the pre-bill

mobile home digest.

Processes corrections and error notices for the Tax Assessor's and Tax Commissioner's offices.

Performs field appraisals of the typical types of real and/or personal property.

Researches pricing codes, depreciation schedules, and schedules of trends in order to complete studies of comparable properties.

Assists the general public by answering questions concerning the valuation of personal property.

Checks variety of documents, such as local newspapers, city directories, and business license applications.

Processes returned mail.

Attends conferences, seminars, and continued education courses as required.

Performs other duties as required.

**When Assigned to Information Technology:**

Verifies and interprets deed and plat information from the Clerk of Superior Court; verifies that Real Estate Transfer Tax Declaration for the recorded document has been submitted and is fully completed; reviews document for content and identifies or verifies parcel number; determines if document conveys a portion of or the entire parcel.

Updates ownership record and sales portion of the Real Property Computer Assisted Mass Appraisal system by early February each digest year; completed information is forwarded to Tax Commissioner's Office.

Assists taxpayers, surveyors, attorneys, appraisers, foresters, and realtors with questions concerning property location, property information, and deeds. Calculates acreage for properties that are questioned.

Receives property tax returns from Tax Commissioner's Office after April 1 filing closure date; makes appropriate notations in the Computer Assisted Mass Appraisal system; sorts return forms into various categories; forwards the returns to the Real Property Division appraisal staff for review purposes; initiates correspondence when applicable to property owners for further information or action.

Reviews homestead applications for validity; compiles listing of approvals and denials to be acted upon by the Board of Assessors; generates letters notifying property owners of denial and outlining the steps for the appeal procedure.

Receives Conservation Use and Environmentally Sensitive applications between January 1 and April 1; collects and verifies data on each application; visits each parcel to evaluate the qualifications of the property; prepares a property list with recommendations to be acted upon by the Board of Assessors.

Receives exempt applications; verifies data by a site visit; prepares an application list with recommendations to be acted upon by the Board of Assessors.

Receives and maintains the Landmark and Rehabilitated Historical applications that have previously been approved by the historical division for Athens-Clarke County and the Department of Natural Resources; verifies data of the structure by a site visit; prepares a property list with recommendations to be acted upon by the Board of Assessors.

Receives appeal letters, reviews each one for content and timeliness, logs into appeal module of the

Computer Assisted Mass Appraisal system, making applicable notes; distributes appeal letters to staff for field review; maintains updated records of appeals progress through review process.

Assists with facilitating appeals between the Tax Assessor's Office and the Board of Equalization; updates information in appeal module; generates all associated paperwork needed for hearing; processes disposition sheets to the Tax Commissioner's Office concerning results of hearing.

Receives Public utility assessments; identifies parcel numbers; verifies information; prepares and mails assessment notice to company; receives and logs appeals; verifies timeliness; calculates uncontested assessment; transmits to Tax Commissioner.

Verifies data, initiates and/or processes error slips/NOD's, makes copies of Parcel Action forms, and transfers to Tax Commissioner's Office.

Attends conferences, seminars, and continued education courses as required.

Performs miscellaneous tasks such as answering telephone, locating and filing property record cards, assisting other appraisers, and correlating and assigning map numbers to current building permits.

Assists the public in the use of the computer appraisal system.

Performs other duties as required.

**When Assigned to GIS:**

Inputs new data into geographical information system using computer-aided design operations and data exchange programs.

Creates and attaches attributes to new and existing map entities.

Maintains and edits attribute database.

Edits existing map data for greater accuracy.

Queries specific views of geographic information system, utilizing SQL language.

Runs hydraulic modeling software for system status/information.

Researches, evaluates, recommends, installs and configures new/upgraded software.

Performs other duties as required.

**Knowledge, Skills and Abilities**

Knowledge of the policies, procedures, and activities of the Tax Assessor's Office as they pertain to the performance of duties relating to the position of Appraiser II.

Knowledge of the terminology used within the office.

Knowledge of blueprints, zoning maps, property deeds, and procedures and methods as required in the performance of duties.

Knowledge of various computer software programs as necessary in the performance of job duties.

Ability to compile, organize, prepare, and maintain an assortment of records, reports and information in an effective manner and according to office and/or governmental regulations.

Ability to communicate effectively with supervisors, and other staff members.

Ability to use independent judgment in routine and non-routine situations.

Ability to handle required mathematical calculations.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize and/or prioritize daily assignments and work activities.

Ability to comprehend and apply regulations and procedures of the office.

**\* \* For the APPRAISER III position \* \***

**When Assigned to Real Property:**

Appraises real property in Clarke County by conducting on-site reviews which include measuring the structures present on property and observing the characteristics, physical condition, and quality of construction.

Works with permits by measuring and listing all new construction and additions to maintain appraisals at 100% market value for residential and agricultural parcels.

Reviews, measures, and updates existing remodeled and renovated properties, for reappraisal purposes.

Inputs, analyzes, and evaluates final results of fieldwork to determine valuation; all fieldwork should be complete and input by February 1 of each digest year.

Sketches property and/or its improvements to determine valuation and to complete data entry.

Estimates percentage complete on new construction as of January 1 of each year.

Reads tax maps and plats to determine size, shape, area, and land value of property and to correct any errant data; also uses county zoning to determine land valuation and to develop neighborhood land pricing schedules.

Monitors costs of construction and area market factors to determine neighborhood improvement cost schedules.

Analyzes sales ratio studies to ensure uniformity and equality of value; all ratio studies should be complete by May 1 each digest year and obtain the statistical measures as set forth by the state Department of Revenue. Each appraisal area shall strive for a median ratio of 38% to 42%, a Coefficient of Dispersion less than 15%, and a Price Related Differential between .95 and 1.10.

Represents the Assessor's Office in Board of Equalization hearings; may assist with Superior Court appeals.

Prepares appraisals applying all three approaches to value as required. The market, cost, and income approaches to value are used in presenting and defending values before property owners and for appeal hearings.

Assists with appraising all commercial real estate in appraisal area by entering data relating to each property and maintaining current information in computer.

Assists attorneys, appraisers, surveyors, realtors and taxpayers in locating property and answering questions regarding real property valuations and appraisal methods.

Assists taxpayers with questions concerning taxable value, exemptions, Georgia Law, and Revenue Department regulations.

May supervise and train personnel in the use of the computer appraisal system and with office appraisal procedures.

Attends conferences, seminars, and continued education courses as required.

Performs miscellaneous tasks such as answering telephone, locating and filing property record cards, and correlating and assigning map numbers to current building permits.

May attend planning meetings for office operations.

May oversee the application and administration of the historic assessments and the conservation use exemptions.

May serve as functional appraisal coordinator to ensure that the appraisal division, computer service division, and personal property division are on target for meeting necessary deadlines associated with completing assigned portion of tax digest as needed.

Performs other related duties as required.

**When Assigned to Personal Property:**

Performs audits of Personal Property accounts as assigned, including notification letters, scheduling, and audit results.

Processes personal property returns by reviewing incoming reports, obtaining necessary schedules, and assigning new or updated values; should be completed by mid-April of each year or according to yearly digest schedule.

Locates and appraises new parcels of personal property in Athens-Clarke County and updates appraisals of existing properties; conducts field reviews.

Prepares personal property data files in order to print, sort, and mail return forms and/or Change of Assessment Notices to property owners in accordance with applicable statutory requirements of state law; must be completed in a timely manner according to digest schedule.

Coordinates and enters personal property and real estate data that is used in valuation process.

Acts as facilitator of the appeals process; receives appeal letters, reviews each one for content and timeliness, logs into appeal module of the Computer Assisted Mass Appraisal system, making applicable notes; produces a supplemental spreadsheet used to track and account for each appeal and the disputed value; distributes appeal letters to staff for field review; maintains updated records of appeals progress through review process; generates all associated paperwork needed for hearing; processes disposition sheets to the Tax Commissioner's Office concerning results of hearing.

Represents the Assessor's Office in Board of Equalization hearings; may assist with Superior Court appeals.

Prepares appraisals applying all three approaches to value as required. The market, cost, and income approaches to value are used in presenting and defending values before property owners and for appeal hearings.

Verifies data, initiates and/or processes error slips/NOD's, makes copies of Parcel Action forms, and transfers to Tax Commissioner's Office.

Develops queries and reports from the appraisal databases that are used for comparative analysis.

Researches pricing codes, depreciation schedules, and schedules of trends in order to complete studies of comparable properties.

Assists taxpayers with questions concerning taxable value, exemptions, Georgia Law, and Revenue Department regulations.

Checks variety of documents, such as local newspapers, city directories, and business license applications.

Processes returned mail.

May supervise and train personnel in the use of the computer appraisal system and with office appraisal procedures.

Attends conferences, seminars, and continued education courses as required.

Performs other related duties as required.

**When Assigned to Information & Technology:**

Verifies and interprets deed and plat information from the Clerk of Superior Court; verifies that Real Estate Transfer Tax Declaration for the recorded document has been submitted and is fully completed; reviews document for content and identifies or verifies parcel number; determines if document conveys a portion of or the entire parcel.

Updates ownership record and sales portion of the Real Property Computer Assisted Mass Appraisal system by early February each digest year; completed information is forwarded to Tax Commissioner's Office.

Assists taxpayers, surveyors, attorneys, appraisers, foresters, and realtors with questions concerning property location, property information, and deeds. Calculates acreage for properties that are questioned.

Checks indicated sales price against current appraisal to analyze and develop neighborhood trends; verifies sales information.

Maintains and receives property tax returns from Tax Commissioner's Office after April 1 filing closure date; makes appropriate notations in the Computer Assisted Mass Appraisal system; sorts return forms into various categories; forwards the returns to the Real Property Division appraisal staff for review purposes; initiates correspondence when applicable to property owners for further information or action.

Facilitates process of granting, reviewing, and removing homestead exemptions; compiles listing of approvals and denials to be acted upon by the Board of Assessors; generates letters notifying property owners of denial and outlining the steps for the appeal procedure. Maintains and updates historical use properties, conservation use properties, and exempt properties for digest.

Receives Conservation Use and Environmentally Sensitive applications between January 1 and April 1; collects and verifies data on each application; visits each parcel to evaluate the qualifications of the property; prepares a property list with recommendations to be acted upon by the Board of Assessors.

Receives exempt applications; verifies data by a site visit; prepares an application list with recommendations to be acted upon by the Board of Assessors.



Receives and maintains the Landmark and Rehabilitated Historical applications that have previously been approved by the historical division for Athens-Clarke County and the Department of Natural Resources; verifies data of the structure by a site visit; prepares a property list with recommendations to be acted upon by the Board of Assessors.

Acts as facilitator of the appeals process; receives appeal letters, reviews each one for content and timeliness, logs into appeal module of the Computer Assisted Mass Appraisal system, making applicable notes; produces a supplemental spreadsheet used to track and account for each appeal and the disputed value; distributes appeal letters to staff for field review; maintains updated records of appeals progress through review process.

Serves as liaison between Assessors office and Clerk of Superior Court in regards to certifying and processing appeals for Board of Equalization; updates information in appeal module; generates all associated paperwork needed for appeals; processes disposition sheets to the Tax Commissioner's Office concerning results of hearing.

Updates and maintains yearly Public utility assessments; identifies parcel numbers; verifies information; prepares and mails assessment notice to company; receives and logs appeals; verifies timeliness; calculates uncontested assessment; transmits to Tax Commissioner.

Verifies data, initiates and/or processes error slips/NOD's, makes copies of Parcel Action forms, and transfers to Tax Commissioner's Office.

Helps creates new parcels from plats and splits, assigns parcel numbers, and adds parcel data to CAMA database.

Develops queries and reports from the GIS and appraisal databases; assists real property appraisers in the development and analysis of appraisal areas.

Helps maintain computer systems; researches, evaluates, recommends, installs, and configures new/upgraded software.

May supervise and train personnel in the use of the computer appraisal system and with office appraisal procedures.

Attends conferences, seminars, and continued education courses as required.

Performs miscellaneous tasks such as answering telephone, locating and filing property record cards, assisting other appraisers, and correlating and assigning map numbers to current building permits.

Assists the public in the use of the computer appraisal system.

Performs other related duties as required.

**When Assigned to GIS:**

Inputs new data into geographical information system using computer-aided design operations and data exchange programs.

Creates and attaches attributes to new and existing map entities.

Maintains and edits attribute database.

Edits existing map data for greater accuracy.

Queries specific views of geographic information system, utilizing SQL language.

Runs hydraulic modeling software for system status/information.

Helps coordinate and maintain Geographic Information Systems (GIS) parcel layer database; interprets maps, plats, and deeds in order to edit and maintain database.

Creates new parcels from plats and splits, assigns parcel numbers, and adds parcel data to GIS and CAMA databases.

Integrates GIS functions with CAMA system.

Develops queries and reports from the GIS and appraisal databases; assists real property appraisers in the development and analysis of appraisal areas.

Educates staff on the proper use of GIS technology and appraisal techniques.

Helps maintain computer systems; researches, evaluates, recommends, installs, and configures new/upgraded software.

Performs other related duties as required.

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

Knowledge of the policies, procedures, and activities of the Tax Assessor's Office as they pertain to the performance of duties relating to the position of Appraiser III.

Knowledge of the terminology used within the office.

Knowledge of building permits, blueprints, sketch card, sales ratios, tax and zoning maps, and procedures and methods as required in the performance of duties.

Knowledge of various office software programs used for appraisal procedures.

Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to office and/or governmental regulations.

Ability to communicate effectively with supervisors and other staff members.

Ability to use independent judgment in routine and non-routine situations, including making field appraisals of residential, light commercial, and industrial properties using appropriate methodology.

Ability to handle required calculations, including developing pricing schedules and depreciation tables.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize and/or prioritize daily assignments and work activities.

Ability to comprehend and apply regulations and procedures of the office.

### **SUPPLEMENTAL INFORMATION:**

#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and office equipment including a computer, typewriter, drafting equipment, etc. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10

pounds of force frequently. Physical demand requirements are at levels of those of light work. Must be able to walk over various terrain in order to do field work and appraisals.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**LANGUAGE ABILITY:** Requires ability to read a variety of deeds, spread sheets, blueprints, drawings, zoning maps, appraisal and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare new tax maps, appraisals, split deeds, property record cards, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal and engineering terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize and determine percentages; execute mathematical equations using geometric shapes such as polygons, triangles, etc. involving angles of any degree.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with drafting equipment, computers, typewriters, planimeters, etc.

**MOTOR COORDINATION:** Requires the ability to coordinate hands, fingers, and eyes accurately in using office and drafting equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as computer, typewriter, planimeter, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).