

CITY OF COLUMBUS

Department of Human Resources

Reather Hollowell, Director

CAREERS IN GOVERNMENT

AN EQUAL OPPORTUNITY EMPLOYER

Applications will be accepted weekdays from 8:00 A.M. - 5:00 P.M. 09/17/18 UNTIL FILLED

COMMERCIAL PROPERTY MANAGER (G20)

Starting Salary: \$46,790.23 Biweekly: \$1,799.62

Major Duties and Responsibilities:

Works to meet the parameters for property values set by the Georgia Department of Revenue and to meet the statistical parameters for the Georgia Department of Audits' annual Ratio Study; maintains familiarity with current related laws and requirements; tracks sales which occur within Muscogee County and elsewhere related to or within the Commercial Division; identifies problem areas, properties, and categories. Submits Commercial Division value recommendations, appraisals, ratio studies, and justifications to the Board of Tax Assessors in preparation for the Tax Digest. Plans the distribution of the Commercial Division workload; identifies areas and categories for revaluation; maintain an ongoing 3-year review of all properties assigned to the commercial division; supervises and reviews fieldwork and presentation prepared by staff. Instructs appraisers in the appraisal process. Manages taxpayer appeals; monitors and supports staff at each level of the appeal process; works toward solutions or explanations for the taxpayer. Creates and updates coding needed to use and adapt the current appraisal software systems (OASIS and iasWorld) appraisal format, costs, and cost updates. Maintains files, researches details, and sets up valuations for bond issues, including title search, correspondence with attorneys, review of bond issue and related documents, on-site inspections, and coordination with Personal Property Division Manager. Manages property divisions and combinations, including interpreting deeds, leases, and plats; establishing value rates; coding; and ensuring proper identification, map numbering, building locations, and final values. Manages property transfers to and from the Residential Division in coordination with the Residential Division Manager; reviews zoning changes, transitional areas, and related properties. Assists the Chief & Deputy Chief Appraisers in Administrative tasks, including Digest Preparation, compiling information requested by the Council or Chamber of Commerce, presenting explanations for revaluation. Makes on-site inspections of properties to verify information, measure new construction and additions, and gather data needed to formulate appraisals; makes judgments on the quality of workmanship and materials; performs complex appraisals; draws sketches using APEX and iasWorld for record cards. Troubleshoots problems on information such as parcels, titles, deeds, and map splits. Performs other related duties as assigned.

Skills, Knowledge and Abilities:

Knowledge of the methods of appraising real estate. Knowledge of the approaches to valuation. Knowledge of related Georgia laws. Knowledge of statistics, mathematics, accounting, and construction principles. Knowledge of management and supervisory techniques. Knowledge of office administration practices and procedures and the operation of standard office equipment. Skill in using computers and various software programs to include Microsoft Office Suite, Apex, and current CAMA software. Skill in training and interpersonal relations. Skill in oral and written communication.

Minimum Educational and Training Requirements:

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting or related field is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems. Meet the necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Physical Requirements:

The work is typically performed while sitting, standing, stooping, bending, or crouching. The employee must occasionally lift light objects and climb ladders.

DEPARTMENT

TAX ASSESSOR'S OFFICE

290-2018-0242