

## COBB COUNTY - JOB OPENINGS

### *Position Information*

<b>Job Title</b>	PROPERTY APPRAISER I
<b>Working Title</b>	PERSONAL PROPERTY APPRAISER I
<b>Position Information</b>	This is a full-time position in the Personal Property division of the Tax Assessor's office.
<b>Salary</b>	\$16.93 - \$27.09 per hour
<b>Grade Code</b>	12
<b>Position Number</b>	3048019
<b>Essential Functions</b>	<p>Collects and analyzes data to assure accurate tax reporting and assessment of personal property appraisals.</p> <p>Inspects and analyzes pertinent records of business firms to determine taxability and value of machinery, equipment, fixtures, boats, aircrafts and other taxable properties for various assessment rolls.</p> <p>Computes and adjusts sales data, original costs, depreciation factors, and replacement costs of equipment and fixtures to arrive at fair market value for assessment purposes.</p> <p>Prepares schedules, working papers and reports detailing the rationale behind assessed purposes.</p> <p>Explains assessments to taxpayers, if necessary, appears before the Board of Equalization to defend assessments.</p> <p>Examines personal property declarations filed by taxpayers for accuracy and consistency; contacts taxpayers to discuss omissions or discrepancies and makes necessary adjustments for assessment purposes.</p> <p>Performs other related duties as assigned.</p>
<b>FLSA Status</b>	Non-Exempt
<b>Hours worked per week (include over time)</b>	40
<b>Department Code</b>	065
<b>Department Name</b>	Tax Assessors Office
<b>Unit Code</b>	0966
<b>Unit Name</b>	0962
<b>Position Information</b>	
<b>Position Type</b>	Full-Time
<b>Job Category</b>	Tax Administration

<b>Internal or External</b>	External-Open to Public
<b>Minimum Qualifications</b>	High School Diploma or GED required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
<b>Preferred Qualifications</b>	Bachelor's degree and previous experience in property appraisal and assessments.
<b>License and Certifications</b>	Must possess and maintain a valid driver's license; Requires certification as an Appraiser I by the State Revenue Department at the time of hire or within eighteen months of assignment to the position.
<b>Physical Abilities</b>	Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
<b>Sensory Requirements</b>	Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, and texture. Some tasks require the ability to communicate orally.
<b>Environmental Factors</b>	Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, animal/wildlife attacks, or rude/irate customers.
<b>Posting Number</b>	01938

*Posting Information*

<b>Posting Date</b>	09/20/2018
<b>Closing Date</b>	10/04/2018
<b>Open Until Filled</b>	No
<b>EEO Statement</b>	Cobb County is an equal opportunity employer. Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
<b>Employment Notice</b>	Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541 Cobb County Government is a smoke-free environment for all employees. Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.
<b>Special Instructions to Applicants</b>	
<b>Quicklink for Posting</b>	<a href="http://cobbcounty.peopleadmin.com/postings/23043">http://cobbcounty.peopleadmin.com/postings/23043</a>