

COBB COUNTY – JOB OPENINGS

Position Information

Job Title	PROPERTY APPRAISER I
Working Title	REAL PROPERTY APPRAISER I
Position Information	This is a Residential/Commercial Appraiser position in the Tax Assessor's Office.
Salary	\$16.93 - \$27.09 per hour
Grade Code	12
Position Number	3048020
Essential Functions	<p>Conducts property appraisals: performs basic level appraisals of residential, commercial, and exempt property; creates or verifies data for existing and/or new construction; and uses department procedures and current data to establish fair market values.</p> <p>Collects property data: compiles data specific to each property; measures, sketches, or photographs new property, additions, and renovations to determine property values; compiles sales information; and audits existing appraisal data.</p> <p>Performs field inspections: audits reports for errors and problems; and verifies data for new constructions and additions or renovations.</p> <p>Prepares appeal data: gathers information and documentation; verifies records; conducts additional research and field reviews; and prepares related data for appeal hearings.</p> <p>Assists property owners, tax representatives, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.</p> <p>Performs other related duties as assigned.</p>
FLSA Status	Non-Exempt
Hours worked per week (include over time)	40
Department Code	065
Department Name	Tax Assessors Office
Unit Code	0968
Unit Name	RESIDENTIAL/COMMER APPRSL
Position Information	
Position Type	Full-Time

Job Category	Tax Administration
Internal or External	External-Open to Public
Minimum Qualifications	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.
Preferred Qualifications	Bachelor's degree and previous experience in property appraisal and assessment functions.
License and Certifications	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.
Physical Abilities	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).
Sensory Requirements	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.
Environmental Factors	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.
Posting Number	01939
<i>Posting Information</i>	
Posting Date	09/21/2018
Closing Date	10/05/2018
Open Until Filled	No
EEO Statement	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.
Employment Notice	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.
Special Instructions to Applicants	
Quicklink for Posting	http://cobbcounty.peopleadmin.com/postings/23048