



Personal Property Auditor

Salary Range: \$37,751 Negotiable upon Qualifications/Experience

GENERAL SUMMARY:

Maintains an accurate and equitable valuation of personal property in Augusta-Richmond County within the guidelines of Georgia laws pertaining to taxation and valuation of personal property, generally accepted accounting principles, standard operating procedures, and instructions from the supervisor. Reports to the Assistant Deputy Chief Appraiser or other designated person and works with taxpayers, businesses, professionals, employees, co-workers, and the public to provide accurate and accessible records.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
35%	Audits business returns and financial documents; performs random audits.
10%	Reviews amendment accounts to ensure eligibility and updated values.
5%	Prepares cases and defends values to Board of Equalization.
10%	Determines property eligible to be taxed and verifies eligibility and value of tax exemption requests.
35%	Classifies personal property by category and by estimated useful life class.
5%	Assists the public by answering questions concerning the valuation of personal property. Assists in gathering data to complete a property digest.
As Required	Performs other duties of a similar nature or level.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Maintains an accurate and equitable valuation of personal property in Augusta-Richmond County within the guidelines of Georgia laws pertaining to taxation and valuation of personal property.
- May supervise and/or train designated subordinate personnel.

REQUIRED MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in Accounting or a related field of study and three years' experience; or five years of personal property auditing and appraisal experience with a high school diploma or GED.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of Georgia law pertaining to taxation of personal property, accepted accounting principles, and procedures used to determine valuations of personal property.
- Familiarity with state and county rules and regulations and departmental policies and procedures.
- Proficiency in record keeping.
- Mastery of using a computer and standard office equipment.
- Good communication skills, both oral and written.

- Demonstrated ability to work independently

Certification:

- Must successfully complete at least 40 hours of training during each two years of tenure.
- Must possess or have ability to complete the Appraiser III examination as established for this level and be certified by the Georgia Department of Revenue (DOR) as an Appraiser III within 36 months.

Licensing Requirements (positions in this class may require):

- Valid Georgia Driver's License.

Applications are available on the Augusta/Richmond County website:

<https://www.governmentjobs.com/careers/augustaga/jobs/2207228/property-appraiser-iii-auditor?page=4&pagetype=jobOpportunitiesJobs>