



## ***Commercial Appraiser***

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

**GENERAL SUMMARY:**

Maintains accurate and equitable valuations of commercial and industrial property in Augusta-Richmond County within the guidelines of Georgia law, generally accepted accounting principles, standard operating procedures and instructions from the supervisor. Reports directly to the Commercial Supervisor or other designated person. Works with corporate and individual taxpayers, attorneys, elected officials, co-workers and the general 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 %	Formulates estimates of value of Commercial and Industrial property.
35 %	Inspects commercial and industrial buildings, prices and grades property, audits commercial and industrial property records, and determines ownership and leasehold status of property.
15 %	Prepares cases and defends values to Board of Equalization.
5 %	Reviews appraisals, maintain appraisal records and/or classifies property by category and estimated useful life
5%	Advises owners concerning methods and procedures used in determining property values, answers questions relative to property values and appraisal techniques, and furnishes information, assistance, and advice on matters of property ownership, Ad Valorem taxes, the assessment process, and exemptions.
5%	Serves as resource to subordinate personnel.
As Required	Performs other duties of a similar nature or level

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

- Formulates estimates of value of tangible taxable and exempt property based on analysis of data submitted
- Performs field inspections

**REQUIRED MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s Degree in Real Estate, Accounting or a related field of study and three years’ experience; or five years of commercial appraisal experience with a high school diploma or GED.

**Experience:** 5+ years of experience appraising commercial and industrial properties.

**Knowledge/Skills/Abilities:**

- Considerable knowledge state and county laws, ordinances, rules, regulations and departmental policies governing ad valorem taxation of tangible property valuation methods and accounting procedures, advanced valuation techniques, methodologies and market trends
- Proficiency in statistics and other quantitative tools of data analysis, interpreting mathematical concepts, organizing and rendering technical and interpretive judgment concerning property values
- Proficiency in comprehending construction diagrams and blueprints; and understanding corporate financial records
- Proficiency in computer use and standard office equipment
- Good communication skills, both oral and written
- Demonstrated ability to work independently

- May supervise and/or train other designated personnel
- Must complete at least 40 hours of training as specified by the Department of Revenue during each two years of tenure as staff appraiser.

**Certification:**

- Possess or have ability to pass the Appraiser III examination and be certified by the Georgia Department of Revenue as an Appraiser III as prescribed by law within 36 months.
- Possess or have ability to obtain a valid operator/driver's license for the type vehicle or equipment operated.

**Licensing Requirements: Valid Georgia Driver's License**

Applications are available on the Augusta/Richmond County website:

<https://www.governmentjobs.com/careers/augustaga/jobs/2206423/property-appraiser-iii-commercial?page=5&pagetype=jobOpportunitiesJobs>