

VACANT POSITION
DEPARTMENT: TAX ASSESSOR
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION and PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to: HUMAN RESOURCES OFFICE
CLOSING DATE: POSITION OPEN UNTIL FILLED

Job Title: Senior Personal Property Appraiser, (Position #2809)
Salary: Pay Grade 17, Hiring Rate \$39,484
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am-5:00 pm; M-F, overtime as needed

This position has been determined to be non-exempt from the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state awarded GED; supplemented by vocational/technical training in property appraisal and tax assessment; supplemented by two (2) years previous experience and/or training that includes progressively responsible appraisal of personal property; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Appraiser II certification (or higher level). Requires completion of Basic Accounting workshop, Verification of Personal Property Reports and Course III Valuation of Personal Property within nine (9) months of hiring date. Must possess and maintain a valid Georgia driver's license. **College Degree in Mathematics or Accounting may be substituted for experience requirements and appraiser level requirements.**

GENERAL STATEMENT OF JOB: Under general supervision, appraises real and personal property to determine values for tax assessment purposes. Duties include: submits real property digest data to chief appraiser, collects and analyzes data pertaining to land valuations and appraisals, researches public records of property transactions, measures property size/square footage, calculates appraised values, and provides information/assistance to the public. Reports to Chief Appraiser.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and field equipment, which may include a computer, typewriter, copy machine, map/blueprint copier, calculator, two-way radio, telephone, compass, planimeter, wheel roller, tape measure, and other measuring devices. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

Mails Personal Property forms to businesses by January 10th each year.

Conducts audits of business personal property accounts on a yearly basis.

Responsible for the appraisal and defense of motor vehicles on a daily basis.

Responsible for the appraisal of boats and airplanes.

Obtains business license lists on a monthly basis from the City of Griffin and Spalding County.

Daily review and discovery of new businesses by such means as the newspaper and field review.

Groups business assets into the appropriate age/life group.

Reviews the work and provides leadership to subordinate personnel assisting with appraisal of real and personal property; coordinates and schedules work activities to ensure compliance with timeline for submitting the annual digest; reviews work in progress and corrects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise; ensures data is placed on permanent record for public use.

Submits appraisals of real and personal property to chief appraiser for inspection before submission to Board of Tax Appraisers.

Calculates/assigns appraised values to real and personal property.

Provides information and assistance to taxpayers, attorneys, surveyors, realtors, or other individuals regarding appraisal data, appraised values, property lines, ownership records, legal descriptions, purchase prices, date of purchases, and related information.

Receives/investigates complaints about property assessments; performs reappraisals as appropriate; submits recommendations for consideration at hearings.

Prepares/supports technical cases to defend contested assessments in Board of Equalization hearings or court proceedings as needed; attends Board of Tax Assessors and/or Board of Equalization meetings to substantiate property values when disputes are appealed.

Prepares or completes various forms, reports, correspondence, property cards, diagrams, maps, or other documents.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new procedures, construction costs, market trends, and other advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Conducts field reviews of personal property; collects and records data relating to condition, age, and other factors affecting values; evaluates and classifies all field review data in office for application of appropriate appraisal method; determines taxability of personal property.

Reviews various records and documentation in association with determining appraised values; performs legal research to verify sales data and determine true ownership of personal property; collects/applies data relative to property valuations; correlates reported values with fair market values; researches pricing guides/resources and discrepancies in information; performs on-site re-evaluation of all property transfers.

Enters personal property information into WinGAP computerized appraisal system; edits appraisal data as needed.

Reviews various sources of information to identify and compile lists of all taxable personal property in Spalding County; discovers new personal property not previously reported.

Monitors current personal property costs, market trends, and appraisal procedures.

Computes and adjusts sales data, original costs, depreciation factors and replacement costs of equipment and fixtures to arrive at the fair market value for assessment purposes.

Assists departmental staff in verifying personal property values, reasons for sending notices, and related information to assure that correct assessment notices are sent to property owners or taxpayers.

Assists in preparing personal property assessment notices for mailing following approval of final property assessments by Board of Tax Assessors.

Conducts informal meetings with taxpayers or property owners concerning the valuation of personal property.

Receives various forms, reports, correspondence, sales data, valuation guides, depreciation schedules, boat registrations, UCC statements, asset listings, financial statements, balance sheets, tax digests, deeds, laws, manuals, reference materials, or other documentation; reviews, completes, processes, appraises, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, property appraisal, database, spreadsheet, e-mail, Internet, or other computer programs.

Maintains records of appraisals and other work activities.

Coordinates field reviews and personal property appraisal activities with other county offices, officials, and inspectors.

Communicates with supervisor, employees, other departments, Board of Equalization, Department of Revenue, county officials, taxpayers, property owners, appraisers, lawyers, title searchers, real estate brokers, surveyors, builders, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Operates a motor vehicle to conduct work activities.

Develops methods/procedures to assure comparable appraisal values.

Provides training and assistance to lower-level appraisers in proper appraisal techniques, methods, and procedures.

July 6, 2018
Job #2807b