

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 Real Property Appraiser, (Position #2812)
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 real 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 a valid Appraiser III certification (or higher level) or be a State Certified Appraiser. Must possess and maintain a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under general supervision, appraises residential real 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:

Reviews the work and provides leadership to subordinate personnel assisting with appraisal of residential real 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 property to chief appraiser for inspection before submission to Board of Tax Appraisers.

Conducts field reviews of residential, commercial, industrial, special-purpose, and vacant property; locates and identifies real property, referring to various maps, property indexes, directories and other documents; collects data/information relating to property/improvements; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, and other conditions affecting values; makes calculations and applies such data to appraisals of specific buildings.

Reviews various records and documentation in association with determining appraised values; monitors and processes real estate transactions to maintain property tax records and update values as appropriate; collects/applies data relative to land/property valuations, such as zoning, selling/asking prices, ownership, income, or building costs; researches public records of sales, leases, assessments and other transactions to verify sales data; maintains equalization of comparative properties; develops methods/procedures to assure comparable appraisal values.

Identifies other factors impacting value of existing properties, such as remodeling, new features, or changes in classification; takes such factors into consideration in determining appraised values.

Calculates/assigns appraised values to 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.

Corrects/updates property file information and tax maps.

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

Receives various forms, reports, correspondence, building permits, deeds, plats, sales data, financial statements, maps, valuation guides, tax digests, laws, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains daily log of activity by appraisers; maintains records of appraisals and other work activities.

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, resolve problems, or give/receive advice or direction.

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.

Operates a motor vehicle to conduct work activities.

July 6, 2018
Job #2807b