

# Department of Human Resources

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*Gwinnett County: Where service and community meet!*

## GWINNETT COUNTY

### INVITES APPLICATIONS FOR THE POSITION OF:

**Appraiser I, II, III or IV - Residential Appraisal Section of Tax Assessor's Office  
17-00313**

*An Equal Opportunity Employer*

### **SALARY**

Salary: See Position Description

**OPENING DATE:** 07/21/17

**CLOSING DATE:** (

### **THE POSITION**

Annual salary will be based on qualifications and experience:

- Level I: \$36,689 - \$42,192; Grade B23(2)
- Level II: \$39,899 - \$45,884; Grade B24(2)
- Level III: \$43,389 - \$49,898; Grade B25(2)
- Level IV: \$47,187 - \$54,854; Grade C41(2)

### **Department/Division:**

The Gwinnett County Tax Assessor's Office is responsible for applying the tax code fairly and equitably. This duty requires the review and maintenance of 270,000 Residential and Commercial Properties and 20,000 Personal Property accounts. The department is widely recognized for service excellence. We are committed to provide the highest quality customer service to the citizens of Gwinnett County.

### **Position Summary:**

An appraiser collects and analyzes parcel data leading to a value decision. Duties include locating and measuring parcel information, entering and preparing data, analyzing data, valuing, preparing findings and defending valuations. The Appraiser I is the introductory appraisal position in the Tax Assessor's Office and works under close supervision. Higher level appraisers (II, III, and IV) handle more complex appraisal functions. This appraiser position will work in the Residential real property section and will report to the Appraiser Supervisor.

### **Minimum Qualifications:**

Education/Experience and Licensure Requirements:

FOR ALL LEVELS, APPLICANT MUST BE 21 YEARS OF AGE OR OLDER AND REQUIRE A VALID DRIVE LICENSE IN STATE OF RESIDENCY.

- LEVEL I: High School Diploma or G.E.D. and one year of appraisal or related experience. Geo Department of Revenue Appraiser I Certification must be obtained within 12 months of empl
- LEVEL II: High School Diploma or G.E.D., two years of appraiser experience and Completion Appraiser II Certification from GA Department of Revenue.
- LEVEL III: High School Diploma or G.E.D., four years of appraiser experience and Completior Appraiser III Certification from GA Department of Revenue.
- LEVEL IV: Must be a graduate of an accredited college or university with a four year degree a years of increasingly responsible experience in the appraisal field; or, thirteen years of expe the appraisal field. Completion of Appraiser IV Certification from GA Department of Revenue required.

### **Knowledge and Skills:**

- LEVEL I: Basic office, appraisal, tax processing & customer service principles.
- LEVEL II: Appraising and valuing property. Applicable laws, rules and regulations. Tax proces principles and practices. Operating a computer and applicable software.
- LEVEL III: Board of Equalization procedures. Intermediate tax processing principles and prac Defending appraisal or tax valuations.
- LEVEL IV: Advanced appraisal principles and practices. Reviewing and verifying property app Appraising and valuing complex property. Reviewing and verifying property appraisals. Defer appraisal or tax valuations.

### **Essential Duties:**

Assists with collecting site data, such as measuring and locating parcel information and entering ar preparing data for additional analysis. Analyzes data, values property, prepares findings, and assist defending valuations or tax assessments. Higher levels handle more complex appraisal functions. H levels lead staff to include assigning and monitoring work and providing direction.

### **Physical Requirements:**

Stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finge grasping, feeling, talking, hearing, and seeing. Light Work: Exerting up to 20 pounds of force occas and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move c If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Wc the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to odors, dusts, gases, chemicals, oils, and extreme temperatures.

It is the policy of Gwinnett County to provide equal employment opportunities with regard to all ter conditions of employment and to base employment decisions on job related qualifications of the ap or the employee.

For information related to position specific Essential Duties, Knowledge and Skills and Physical requirements, see related class specifications.

**NOTE: The class specifications listed on this site are not the official class specifications for Gwinnett County and are subject to change.**

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**Appraiser I, II, III or IV - Residential Appraisal Section of Tax Assessor's Office  
Supplemental Questionnaire**

- \* 1. Do you currently have an appraiser certification issued by the Georgia Department of Revenue?  
 Yes    No
  
- \* 2. If yes to the question above, please state what level (I, II, III, or IV). If you do not currently have an appraiser certification issued by the Georgia Department of Revenue, please list "N/A" in the response field.
  
- \* 3. Do you hold an appraiser license issued by the Georgia Real Estate Appraiser Board?  
 Yes    No
  
- \* 4. If yes to the question above, state your designation? If you do not hold an appraiser license issued by the Georgia Real Estate Appraiser Board, please list "N/A" in the response field.
  
- \* 5. Have you had any sanctions against you by the Georgia Real Estate Appraiser Board?  
 Yes  
 No  
 N/A
  
- \* 6. If yes, please describe in detail the reason for any sanctions or disciplinary action.
  
- \* 7. Have you worked in the tax assessment field ?  
 Yes    No
  
- \* 8. If yes to the question above, where did you work and what was your position?
  
- \* 9. How many years of experience do you have in the appraisal field?  
 Less than one year  
 One - two years  
 Two - four years  
 Four - thirteen years  
 Thirteen or more years
  
- \* 10. Do you have any experience in the valuation of "conservation use" properties?  
 Yes    No
  
- \* 11. If yes to the question above, describe your specific experience and tasks performed as it relates to conservation use applications, valuation, field checks, recommendations to management or the maintenance of related records.

\* 12. Do you have any experience appraising income producing properties?

Yes  No

\* 13. If yes to the question above, describe your experience – such as what type of properties and the income approach methods you are competent to use.

\* 14. Describe the procedures you utilize in reviewing a sale.

\* 15. As a Gwinnett County residential appraiser, you will be responsible for a geographical area, which will include the following expertise (a) data collection, (b) sales analysis, (c) appraisal, (d) processing appeals, (e) Board of Equalization hearings, (f) settlement conferences, (g) Superior Court hearings. Please describe the experience and procedures you utilize for each of the above.

\* Required Question