

Coweta County Job Announcement

Tax Appraiser II

Announcement Closes: Wednesday, September 9, 2020 at 5:00 PM

Grade 11, Minimum Wage: \$37,924 annually - DOQ

Dept/Div: Tax Assessor/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work appraising, assessing and reassessing real and personal property for tax purposes, conducting field investigations, assisting citizens with real property appraisal and tax matters, and related work as apparent or assigned. Work is performed under the limited supervision of the Division Supervisor (Tax Appraiser III), and the Deputy Chief Tax Appraiser.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs real and personal property appraisals to discover, list, and value all real and personal property; inspects new construction, renovations, additions, and demolitions to determine value.

Makes field appraisals and gathers appraisal data on all new construction including residential, commercial, and industrial for taxation.

Takes measurements and photographs of buildings, collects data relative to number of rooms, type of construction, age, and other conditions affecting values; makes calculations and applies such data to appraisals of specific buildings.

Enters and analyzes data including replacement costs, comparable sales, and income potential to determine property values.

Reviews and analyzes Personal Property reporting forms, Profit and Loss statements and other financial reporting documents as may be necessary in the valuation of personal property.

Receives and responds to inquiries from property owners; communicates with taxpayers, legal representatives, contractors, fee appraisers, realtors, and other government agencies with regard to real and business personal property.

Calculates land prices including pricing of splits and combines, making acreage corrections according to deeds, addressing factors such as topography, location, percolation, zoning changes, etc.

Assists with the development of the valuation policy to be used in the revaluation process; assists with the development of neighborhood valuation models for all classes of property.

Provides customer service to professionals and general public; provides tax maps, appraisal cards, property values, etc.

Defends appraised values in appeal to Board of Equalization, Arbitration, Certified Hearing Officer, Superior Court and any other avenue provided for by law.

Prepares routine correspondence and other documents.

Performs the duties of a Tax Appraiser I as necessary or required.

Encourages and promotes a culture of excellent customer service.

Knowledge, Skills and Abilities

General knowledge of the principles and practices of real and personal property appraising for assessment purposes; general knowledge of building construction practices and of building and land values; general knowledge of applicable State laws, rules, and regulations relating to real and personal property assessing; ability to read and understand building construction plans and specifications; ability to read and understand Profit and Loss statements

and other financial reporting documents; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in real or personal property appraisal, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain Georgia Department of Revenue Appraiser II certification within one year.
Favorable background history as determined by review of local, State and Federal records.
Valid driver's license in the State of Georgia with a favorable driving history (MVR).

Last Revised: 10/8/2019