

# REAL PROPERTY APPRAISER I

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## Position Details

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### Position Information

**Job Title** PROPERTY APPRAISER I

**Working Title** REAL PROPERTY APPRAISER I

**Position Information** This is a Residential/Commercial Appraiser position in the Tax Assessor's Office.

**Salary** \$16.93 - \$27.09 per hour

**Grade Code** 12

**Position Number** 3048025 - 3045

### Essential Functions

Conducts property appraisals: performs basic level appraisals of real, commercial, and exempt property; creates or verifies data for existing and/or new construction; and uses department procedures and current data to establish fair market values.

Collects property data: compiles data specific to each property; measures, sketches, or photographs new property, additions, and renovations to determine property values; compiles sales information; and audits existing appraisal data.

Performs field inspections: audits reports for errors and problems; and verifies data for new constructions and additions or renovations.

Prepares appeal data: gathers information and documentation; verifies records; conducts additional research and field reviews; and prepares related data for appeal hearings.

Assists property owners, tax representatives, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.

**FLSA Status** Non-Exempt

**Hours worked per week (include over time)** 40

**Department Code** 065

**Department Name** Tax Assessors Office

**Unit Code** 0968

**Unit Name** RESIDENTIAL/COMMER APPRSL

### Position Information

**Position Type** Full-time

**Job Category** Tax Administration

**Internal or External** External-Open to Public

<b>Minimum Qualifications</b>	High School Diploma or GED required with previous experience in property appraisal and assessments preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
<b>Preferred Qualifications</b>	Bachelor's Degree  Previous experience in property appraisal and assessment functions.
<b>License and Certifications</b>	Must possess and maintain a valid Driver's License; Requires certification as an Appraiser I by the State Revenue Department at the time of hire or within eighteen months of assignment to the position.
<b>Physical Abilities</b>	Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
<b>Sensory Requirements</b>	Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, and texture. Some tasks require the ability to communicate orally.
<b>Environmental Factors</b>	Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, animal/wildlife attacks, or rude/irate customers.
<b>Posting Number</b>	03605
<b>Posting Information</b>	
<b>Posting Date</b>	11/25/2020
<b>Closing Date</b>	12/08/2020
<b>Open Until Filled</b>	No
<b>EEO Statement</b>	Cobb County is an equal opportunity employer.  Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
<b>Employment Notice</b>	Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541  Cobb County Government is a smoke-free environment for all employees.  Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.
<b>Special Instructions to Applicants</b>	
<b>Quicklink for Posting</b>	<a href="http://cobbcounty_peopleadmin.com/postings/29855">http://cobbcounty_peopleadmin.com/postings/29855</a>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* I understand that all answers to these supplemental questions must be verifiable in the 'Educational History' and 'Employment History' sections of the application. Failure to provide sufficient information in these sections may result in my disqualification from the hiring process.
  - o I understand and agree to these terms.
  - o I DO NOT agree to these terms.
2. \* Are you a current Cobb County Government employee?
  - o Yes, I am a Cobb County Government Employee
  - o No, I am not employed by the Cobb County Government
3. \* If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).

(Open Ended Question)

4. \* Can you, after employment, submit proof of your legal right to work in the United States?
  - o Yes
  - o No
5. \* According to the State Revenue Department, you must be age 21 or older in order to be hired in any appraiser position. Are you age 21 or older?
  - o Yes
  - o No
6. \* I have read the Minimum Qualifications required for this position and understand I must demonstrate those qualifications on the application in order to be considered for this position. Furthermore, a failure to adequately demonstrate all qualifications may result in my removal from consideration. Lastly, I understand indicating "see resume" on the application and/or in a supplemental question response, may not be accepted in lieu of a completed application.
  - o I understand and agree to these terms.
  - o I DO NOT agree to these terms.
7. \* Educational Background: Mark the highest level of education you have completed.
  - o Some high school
  - o High School graduate or GED
  - o Some college
  - o Associate degree
  - o Bachelor's degree
  - o Advanced degree
8. \* If you have a college degree, what was your major area of study? Enter N/A if this does not apply. See resume will not be accepted.

(Open Ended Question)

9. \* How many years of experience do you have in property appraisal and assessment functions?
  - o No experience
  - o Less than 2 years of experience
  - o 2-4 years of experience
  - o More than 4 years of experience
10. \* Please describe in detail your experience with property appraisal and assessment functions. Enter N/A if not applicable. See resume will not be accepted.

(Open Ended Question)

11. \* Do you currently hold, or have you previously held, an Appraiser Certification issued by the Georgia Department of Revenue?
  - o Yes
  - o No
12. \* If you were issued an Appraiser Certification by the Georgia Department of Revenue, in what Georgia county were you employed when you obtained the certification? Enter N/A if you do not have this particular certification. See resume will not be accepted.

(Open Ended Question)

13. \* Are you a member of the Georgia Association of Assessing Officials (GAAO) or the International Association of Assessing Officers (IAAO)?

- o Yes
- o No

14. \* If yes, which organization and for how many years? Enter N/A if this does not apply. See resume will not be accepted.

(Open Ended Question)

15. \* Do you have a valid driver's license?

- o Yes
- o No

16. \* The starting salary for this position is \$16.93 per hour. Are you willing to accept this rate of pay?

- o Yes, I accept these terms
- o No, I am NOT willing to accept these terms

17. \* If you receive a conditional offer of employment, you will be required to satisfactorily complete the following elements: a criminal background check and a Motor Vehicle Report (MVR) check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?

- o Yes, I accept these terms
- o No, I DO NOT accept these terms

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## Documents Needed to Apply

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Required Documents

None

Optional Documents

1. Resume
2. Cover Letter
3. Diplomas/Degrees/Transcripts
4. Certifications