



UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
invites applications for the position of:

Appraiser I, II or III (1 vacancy) / Tax Assessor's Office

SALARY:	\$41,089.00 - \$45,300.00 Annually
OPENING DATE:	12/05/20
CLOSING DATE:	12/29/20 11:59 PM

PURPOSE & JOB RELATED REQUIREMENTS:

**\$41,089 - \$45,300 depending on qualifications.
See Job Purpose below for details.**

REPORTS TO: Varies

FLSA STATUS: Non-Exempt

CLASSIFICATION: Personnel System - Requires satisfactory completion of a six month probationary period

PAY GRADE: 115 (Appraiser I); 116 (Appraiser II); or 117 (Appraiser III) - depending on qualifications

SAFETY SENSITIVE: No

Purpose of Job

Appraiser I: The purpose of this job is to review and appraise the typical types of residential and light commercial properties. Duties and responsibilities include, but are not limited to: locating and valuing parcels of property; gathering all information needed for appraisal of property; preparing and supporting documentation to defend contested assessments; assisting general public; and performing additional tasks as assigned. **SALARY for Appraiser I (Pay Grade 115): \$41,089**

Appraiser II: The purpose of this job is to review and appraise the typical types of residential and light commercial properties. Duties and responsibilities include, but are not limited to: locating and valuing parcels of property; gathering all information needed for appraisal of property; preparing and supporting documentation to defend contested assessments; assisting general public; and performing additional tasks as assigned. **SALARY for Appraiser II (Pay Grade 116): \$43,143**

Appraiser III: The purpose of this job is to make field appraisals of the more difficult and complex residential and light commercial properties using the most appropriate of the three approaches to value. Duties and responsibilities include, but are not limited to, gathering records; analyzing and maintaining a variety of data, selling and asking prices, rental income, depreciation schedules, building, land, and equipment cost in order to make accurate and equalized appraisals; receives and investigates complaints about property assessments; makes reappraisals and submits recommendations for consideration to supervisors; prepares and supports technical cases to defend contested assessments in court proceedings or Board of Equalization hearings; and performing additional tasks as assigned. **SALARY for Appraiser III (Pay Grade 117): \$45,300**

Job Related Requirements

WORK SCHEDULE: Monday - Friday, 8:00 a.m. - 5:00 p.m.

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Qualified applicants must possess the following for the Appraiser I position:

High school diploma or equivalent with one year of property appraisal, GIS, or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

Must possess Appraiser I Certification or have the ability to obtain Appraiser I certification within 18 months of hire.

Qualified applicants must possess the following for the Appraiser II position:

High school diploma or equivalent with two years of drafting and appraisal or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

Must possess Appraiser II Certification or have the ability to obtain Appraiser II certification within one year of date of hire.

Qualified applicants must possess the following for the Appraiser III position:

High school diploma or equivalent with four years of mass appraisal or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

Must possess Appraiser III certification.

TO APPLY and view the entire job description and posting including essential duties, knowledge, skills and abilities, please visit our website at www.accgov.com/jobs