

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 will remain open until filled

Job Title: Appraiser I Mapper, 2806
Salary: Pay Grade 11, Hiring Rate \$32,431
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 required with a minimum of one to two years of practical field or experience requiring mathematical aptitude (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess Appraiser I certification or obtain during probationary period. Must maintain a valid Georgia Driver's license.

GENERAL STATEMENT OF JOB: Under supervision, performs field appraisals of real property, provides assistance to citizens with questions relating to appraisals, and compiles data relative to land valuations and appraisals. Keeps abreast of local property trends and modern appraisal methods and techniques. Reports to the Chief Appraiser and Deputy Chief Appraiser.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of equipment, including Calculator, Typewriter, Blue-Ray Map Printing Machine, Copy Machine, two-way radio, Range Pole, 10 Factor Prism, Diameter Gauge, Compass, 50' Loggers Tape, etc. 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:

Performs duties related to the recording of property deeds and property transfers; handles problems concerning property transfers, property lines on maps, questions concerning roads and streets, etc.; records all right-of-way deeds and road paving onto maps and records.

Updates maps as needed, drawing new property and subdivision lines, assigning tax numbers and parcels numbers for each lot, calculating size of each lot and transfers this information onto department computer sheets and property cards.

Performs legal research to determine true ownership of property.

Record subdivision plats, as received and key into WinGap for each parcel.

Assign street numbers for unincorporated area properties when requested for by Community Development, Property Owners or Builders.

Transfer information from survey to paper tax maps and assign/create new tax parcel numbers.

Key information into WinGap and send copies of tax map, survey and deeds to GIS.

Receive deeds from Clerk of Superior, match PT-61's, verify grantors (sellers) owns property and verify Sellers and buyers names match property.

Read legal descriptions and update property record cards.

Validates sales in WinGap system, mails sales questionnaires, processes parcel splits from deeds and records information in WinGap. Makes notations in WinGap for all multiple property sales when encountered.

Performs field appraisals, measuring and listing, of all real property, under direction and supervision of the Chief Appraiser and Deputy Chief Appraiser.

Interviews individuals familiar with real property, searches public records of sales, and other transactions to determine fair market value of property in question.

Records measurements of buildings, compiles data relative to the number of rooms, type of construction, age and other conditions affecting values; performs calculations and applies such data to appraisals of specific buildings.

Compiles data on land valuations and applies such data in appraising specific parcels of land.

Provides public with assistance and information concerning property, including ownership, value, legal description, purchase price and date of purchase.

Ensures that Department policies and State Department of Revenue rules and regulations are adhered to in the performance of all appraisals and ensures that all appeals are handled properly.

Strives to continue professional development by attending State Revenue Appraiser Certification programs.

Attends required courses as required for appraisers every two years.

March 17, 2021
Job #2806b