



GREENE COUNTY BOARD OF TAX ASSESSORS
1034 SILVER DRIVE. STE 102
GREENSBORO GA. 30642
706-453-3355

Position Information:

The Property Appraiser position is responsible for appraising property values via mass appraisal for the purpose of assessing taxes. Depending on experience and certifications, candidates may be hired as a Property Appraiser I. Minimum requirements and licenses/certifications vary by level.

Essential Functions of the Job:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts routine property appraisals: performs basic level appraisals of real, personal, 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: visits properties; verifies and audits reports versus actual property for errors and problems; and verifies data for new construction and additions or renovations.

Assists property owners, tax representatives, and the general public with routine 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.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other County employees, builders, real estate agents, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.



GREENE COUNTY BOARD OF TAX ASSESSORS
1034 SILVER DRIVE. STE 102
GREENSBORO GA. 30642
706-453-3355

Minimum Qualifications:

High school diploma or GED is required, supplemented by vocational or technical training in property appraisal preferred; supplemented by one year of experience in property appraisal; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required:

Appraiser I 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.

Performance Aptitudes:

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

ADA Compliance:

Physical Ability: 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).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, vibrations, animal/wildlife attacks, animal/human bites, water hazards, or rude/irate customers.