



COBB COUNTY GOVERNMENT
invites applications for the position of:

Property Appraiser I, II, III, or IV

SALARY:	\$16.93 - \$34.47 Hourly \$35,214.66 - \$71,702.93 Annually
DEPARTMENT:	Tax Assessors
OPENING DATE:	07/01/21
CLOSING DATE:	Continuous
GRADE CODE:	12, 13, 16, 18

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, II, III or IV. Minimum requirements and licenses/certifications vary by level.

Property Appraiser I - \$16.93 – 27.09 Hourly

Property Appraiser II - \$17.70 - \$28.32 Hourly

Property Appraiser III - \$41,614.02 - \$66,583.24 Annually

Property Appraiser IV - \$44,813.70 - \$71,702.93 Annually

ESSENTIAL FUNCTIONS:

Conducts property appraisals: performs basic to advanced 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.

Additional Functions for Property Appraiser III and IV

Assists in responding to formal appeals related to property valuations: provides information and documentation; verifies records; conducts additional research and field reviews; attends meetings, conferences, hearings, and court as needed to testify regarding valuation processes and procedures.

Additional Functions for Property Appraiser IV

Assists with complex/problem situations, and provides technical expertise: assists with training and instructing co-workers regarding operational procedures and proper use of equipment and systems; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Assists supervisors in developing and implementing methods to ensure uniform appraisals: applies cost, market, and income approaches to determining value; assists in the preparation of procedures; and trains lower-level appraisers in application of procedures.

Conducts complex or difficult appraisals: identifies problem areas and works with supervisor to develop effective solutions; appraises properties throughout the County, including historical properties, renovations, additions, remodeling; and appraises properties involved in division or combination, including new properties; and appraises properties of unusually high value.

Updates County data: performs data collection to record map changes, property splits or combinations, and new construction; updates property descriptions; measures new construction and additions or renovations; reviews and verifies property sales, including field work to develop sketches or photographs; and assists in compiling annual Tax Digest.

Assists in responding to formal appeals related to property valuations: provides information and documentation; verifies records; conducts additional research and field reviews; attends meetings, conferences, hearings, and court as needed to testify regarding valuation processes and procedures.

Performs other related duties as assigned.

Minimum Qualifications**Appraiser I**

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.

Appraiser II

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by two years of experience in property appraisal and valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Appraiser III

High School Diploma or GED required, with Bachelor's degree preferred; supplemented by three or more years of experience in property appraisal and valuation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Appraiser IV

Associate Degree in Accounting, Real Estate, or related field required; supplemented by five years of progressively responsible experience in assessing and appraising property and seven years of experience in the field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES AND CERTIFICATIONS:**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.

Appraiser II

Must possess and maintain a valid Driver's License; must possess and maintain Appraiser II certification.

Appraiser III

Must possess and maintain a valid Driver's License; must possess and maintain Appraiser III certification.

Appraiser IV

Must possess and maintain a valid Driver's License; must possess and maintain Appraiser IV certification.

PHYSICAL ABILITIES:

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).

Sensory Requirements

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.

Environmental Factors

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cobbcounty.org>

Position #00225
PROPERTY APPRAISER I, II, III, OR IV
ES

100 Cherokee Street
Suite #200
Marietta, GA 30090
770-528-2541

cobbemployment@cobbcounty.org

Property Appraiser I, II, III, or IV Supplemental Questionnaire

- * 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.
 - Yes
 - No
- * 2. Are you a current Cobb County Government employee?
 - Yes
 - No
- * 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).

- * 4. Can you, after employment, submit proof of your legal right to work in the United States?
 Yes
 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?
 Yes
 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.
 Yes
 No
- * 7. Do you have a 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?
 Yes
 No
- * 8. Educational Background: Mark the highest level of education you have completed.
 Some High School
 High School Diploma or GED
 Some College
 Associate Degree
 Bachelor's Degree
 Advanced Degree
- * 9. If you have a college degree, what was your major area of study? Enter N/A if this does not apply.
- * 10. How many years of experience do you have in assessing and appraising property?
 No experience
 Less than 2 years of experience
 2-4 years of experience
 4-6 years of experience
 More than 6 years of experience
- * 11. Please describe in detail your experience with property appraisal and assessment functions. Enter N/A if not applicable. See resume will not be accepted.
- * 12. Are you a member of the Georgia Association of Assessing Officials (GAAO) or the International Association of Assessing Officers (IAAO)?
 Yes

No

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

 Yes No

* 14. Please indicate which Appraiser certification you currently possess and maintain.

 No certification Appraiser I Appraiser II Appraiser III Appraiser IV

* 15. 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?

 Yes No

* Required Question