

PEACH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: APPRAISER/DEED SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized technical work in the preparation and maintenance of the County Tax Digest by assisting with the property maps and the download and research of all deeds.

ESSENTIAL FUNCTIONS

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.

Maintain all the new ownership by downloading new transfer slips and deeds for all new sales of property parcels.

Research and reviews deeds, surveyors land plats, archive all legal documents; identifies property characteristics to include property ownership, legal description, dimensions and boundaries; identify plat changes and transfer metes and bounds by the deed description; compile the information pertaining to property, including land use, roads, and right of ways for the mapping.

Update all property record cards and enter all sales data in the Appraisal System; including create new property record cards and issue new map and parcel numbers for the mapping.

Provides assistance to the mapping department and customer service to property owners and the general public for services such as property ownership, value, legal description, purchase price and date of purchase.

Assists in conducting field appraisals of property.

Operates a personal computer, telephone, copiers other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, or other system software; and must possess a valid Georgia driver's license to operate a motor vehicle to travel to and from appraisal sites.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by up to one (1) year previous experience in property appraisal work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess an Appraiser I Certification from the Georgia State Department of Revenue or the ability to obtain the Appraiser I Certification within 12 months of hire date. Also must possess a valid Georgia Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Peach County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Peach County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.