

Clayton County	
Title: Appraisal Manager Class Code: TA285	

PURPOSE OF CLASSIFICATION

Organizes, manages, coordinates, and directs the daily operations and staff of a division within the Tax Assessor’s Office.

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.

Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and hires staff; sets goals and deadlines.

Verifies maintenance forms for all appraisers and data input into the computerized system; trains new appraisers in the field and office; reviews all work completed by appraisers; coordinates work flow with other divisions.

Reviews information submitted by taxpayers on various reporting forms.

Reviews all returns and either complete or assigns to another appraiser; reviews building permits and distributes to appraiser. Review split/lot combination, reviews zoning changes.

Responsible for preparing releases and rebills for various business accounts.

Prepares agenda for Board of Assessors; prepares preliminary schedule for Board of Equalization hearings; prepares reports and other special projects at the request of the Chief Appraiser and/or Board of Assessors.

Reviews sales ratio studies; prepares a variety of reports.

Attends BOA, supervisor, and department meetings; directs division meetings; attends conferences and training sessions.

Requests inventory and supplies; maintains control (safety/loss) of equipment assigned to division.



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Reviews deeds to determine Fair Market Value Sales; checks error/edit reports and assigns reports to appraisers.

Assists tax payers with information about, and filing for, conservation use or Freeport Exemption; assists taxpayers with appeals process; explains assessment notices to taxpayers/employees.

Presents value changes and releases to Board of Assessors for approval; defends values at Board of Equalization and/or superior court hearings.

Works with computer center on all system upgrades.

Schedules appraisers for courses and exams; determines certification needs.

Identifies various accounts for audits internally, as well as, externally for Internal Audit Department.

Determines budget needs for division.

Ensures departmental policies and procedures are being followed.

Inspects property to verify tax information and to value property.

Applies appraisal methods, accounting practices and the APM (Appraisal Manual), to value real and personal property; assign audits for appraisal staff and outside auditors.

Updates files and works with other departments to attain correct appraisal data.

Drives County vehicle in performance of appraiser duties, as needed.

ADDITIONAL FUNCTIONS

Assists other divisions as needed.

Performs data entry.

Performs other related duties as required.



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MINIMUM QUALIFICATIONS

Bachelor’s Degree in Business Administration, Accounting, Finance, Appraisal, or closely related field; or five (5) years previous experience and/or training in appraising; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid certification as an Appraiser I, II, III, and IV, and certification from GAAO. Must complete defensive driving course. Must possess and maintain a valid Georgia driver’s license.

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).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. 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, fumes, temperature extremes, machinery, vibrations, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

