

Clayton County	
Title: Commercial Appraiser III Class Code: TA237	

PURPOSE OF CLASSIFICATION

Determines the fair market value of commercial property within Clayton County.

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.

Establishes and verifies accounts for commercial property; reviews information submitted by the taxpayer or representative on various forms; inputs data into the computer to calculate value and update information; establishes sales market adjustments; reappraises properties due to lot splits, combinations, and zoning changes; verifies all sales transactions.

Inspects property to verify information and to value property; uses appraisal methods practices to determine property value; uses audit techniques and procedures in reviewing tax documents; locates property using parcel maps.

Organizes work to be inspected and makes field inspections of property; performs field audits of selected business to ensure compliance of reporting and accuracy of reporting forms; measures new construction of commercial property; re-measures old construction.

Answers questions and solves problems of taxpayers, other counties, other employees, and other departments; assists other counties with information requests and procedures; assists taxpayers who have received delinquent notices from the Tax Commissioner’s Office by researching accounts and adjusting property values if necessary; assists taxpayer representatives with information, values, and solutions to existing problems with their clients within Clayton County.

Adjusts property valuations throughout the year due to appeals or information submitted by the taxpayer or representative.

Updates files and works with other departments within Clayton County to attain correct appraisal data; makes necessary changes at the direction of the Board of Assessors.

Represents division at Board of Assessors’ meetings and supervisor meetings when supervisor is unable to attend.



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Researches, prepares for, and testifies before the Board of Equalization and the Superior Court; researches deed information by using computer, maps, and inspections.

Drives county vehicle in the performance of appraisal duties.

Attends meetings and continuing education courses.

Interprets intricacies of applications and supporting documents.

Uses the cost, market, and income approaches to determine property value.

Produces income spreadsheets to estimate value for income producing property.

Informs taxpayers of Georgia law concerning ad valorem tax valuations.

Takes and labels pictures of property; draws to scale a footprint of building to calculate square footage.

Updates and maintains property record cards.

Makes appointments with taxpayers when requested; meets with construction builders to discuss grades of houses constructed.

Meets with taxpayer or representative to negotiate settlements for property tax appeals.

ADDITIONAL FUNCTIONS

Performs general administrative work including answering the telephone, preparing mail, making copies, stuffing envelopes, filing, finding new addresses, assigning account numbers, alphabetizing forms, writing maintenance sheets, and mailing reporting forms.

Maintains county vehicle and supplies.

Performs other related duties as required.



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MINIMUM QUALIFICATIONS

Bachelor's Degree in Real Estate, Business, or closely related field preferred; or High School Diploma or GED and two (2) years previous experience and/or training in appraisal work, construction cost estimation, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully complete the Georgia Appraiser III examination within 24 months of employment. Must successfully complete 40 hours of approved appraisal training every two (2) years. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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, texture, 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, rain, temperature and noise extremes, machinery, or traffic hazards.

