



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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| Job Title: Real Property Trainee or Appraiser I or Appraiser II | Job Code: 001203 |
| Reports to: Senior Appraiser | FLSA Status: Non-Exempt |
| Department: Tax Assessor | Pay Grade: Hourly |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Starting pay Trainee: \$13.48 Appraiser I: \$15.44 Appraiser II: \$17.68; pay can be negotiated based on experience.

Position Overview:

The purpose of this position is the appraisal of residential, commercial, agriculture, and industrial property. The work consists of related technical appraisal duties. Changes in residential construction designs contribute to the complexity of the position. Success in this position contributes to the accurate appraisal of residential property.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Compiles annual real property digest by appraising new residential construction and additions.
- Matches city and county permits with the correct property record cards.
- Participates in the measuring of new residential, commercial, industrial and agricultural construction and additions.
- Participates in the recording and entering of structure characteristics into a computerized sketch program; takes photographs of structures.
- Conducts fieldwork in the review of residential, agricultural and commercial real property, such as addition/deletions to existing improvements, current conditions of improvements and land parcels.
- Participates in the performance of annual revaluations.
- Participates in the annual assessment and appeals process.
- Participates in the receipt and processing of appeals.
- Participates in the compiling of the mobile home digest, including reviewing sales ratio studies and determining adjustments to the Mobile Home Valuation Schedule.
- Participates in the appraisal of personal property.
- Participates in compiling and analyzing sales ratios, compiling comparable property, and prepares change or no-change notices.
- Participates in preparing and representing the county's position on appeals at the BOE.
- Uses GIS software to; review GIS graphics layers; conduct land research
- Assists the public



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- Assists others within the organization with deed searches, property transfers, and sales data.
- Participates in receiving and processing homestead exemptions and must maintain broad knowledge of property tax exemptions and eligibility requirements.
- Maintains appropriate certification by attending assessment related training.
- Performs other related duties as assigned.

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Supervision Received:

The Senior Appraiser assigns work in terms of general instructions; spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Supervision Exercised:

None

Skills (Core Competencies):

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Must have the ability to make accurate appraisals of residential/agricultural/commercial/industrial property within the jurisdiction.

Knowledge of:

- Applicable State and Local laws, policies, rules and regulations
- Market, and cost valuation techniques
- Appeal Process
- Appraisal practices and techniques, including mass appraisal
- Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures; includes knowledge of framing, plumbing, and electrical construction practices
- Modern office procedure, methods, and equipment, including computers and tablets
- Cad/GIS digital mapping system
- Various types of computer software
- Exemptions and Specialized Assessments
- Valuation guides – manuals and on websites
- Principles and procedures of record keeping and reporting
- Personal property appraisal practices and techniques.
- Auditing principles and valuation of inventory
- Basic accounting skills; principles and procedures of sound record keeping and the maintenance of accurate financial data.
- Interpreting and applying valuation pricing guides for mobile homes, marine property and motor vehicles



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- Interpretation of complex information and in conveying it to others in an accurate, complete and understandable manner.
- Researching, interpreting, and compiling complex data and other information

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into a useful product.

- Public and interpersonal relations.
- Oral and written communication practices.

Ability to:

- Apply correctly the three approaches to value in appraising properties.
- Knowledge of mass appraisal techniques
- Participate in office procedures and techniques related to the appraisal/assessment process and personal property functions.
- Recognize which personal property return documents are useful for verification purposes; and use common sense to understand the relationships between financial and non-financial information and how it applies to the discovery and valuation of personal property.
- Recognize the principles on the conversion from the retail method, verification of Freeport inventory, discovery and valuation of fixed assets; review and requirements of the APM, methods of estimating depreciation, making use of consolidated financial statements, auditing leased equipment, and review of appraisal principles including concepts of replacement and reproduction cost and ready market.
- Operate, maneuver and/or control the actions of various computer hardware and software equipment, and/or materials used in performing essential functions.
- Interpretation of statutory requirements, regulations and procedures.
- Deal effectively with the general public and with other governmental agencies.
- Understand, interpret, and explain pertinent State and Local policies, laws, rules and regulations.
- Effectively present information and respond to questions from the general public.
- Analyze a wide variety of sales and other data and information.
- Prepare and present concise sales reports.
- Achieve a definable goal or set of goals, objectives and procedures; define and interpret instructions furnished in written, oral, diagrammatic, or schedule form; exercise independent judgment to adopt or modify methods, standards and procedures to meet variations in assigned objectives.
- Exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Establish and maintain effective and cooperative working relationships with coworkers.

Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:



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- Be 21 years of age or older
- High school diploma or GED
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or has had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to meet necessary requirements of Appraiser II as mandated by the Georgia Department of Revenue.

Education/Training:

- High school diploma or GED
- Ability to meet necessary requirements of Appraiser II as mandated by the Georgia Department of Revenue.

The following training guidelines; requires judgment, selection, and interpretation in application

- County policies and procedures
- The Appraisal Procedures Manual
- Georgia Department of Revenue Rules and Regulations
- The Official Code of Georgia, Annotated.

Experience:

Must have one year's Appraisal experience

License or Certification:

Possession of a valid State of Georgia driver's license

Possess and maintain an Appraiser II certification issued by the State of Georgia Department of Revenue

Physical Demands and Working Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

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The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. Standard office setting. Exposure to dust from paperwork. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.