

Real Property Appraiser II (Open Positions: 1)

Location: Tax Assessor, Dahlonega, GA 30533

Department: Tax Assessor

Job Status: Full-Time

Job Description

This position is responsible for accurately locating and appraising residential, commercial, industrial, and agricultural property in order to assist with the development and documentation of an equitable county digest.

ESSENTIAL JOB FUNCTIONS:

- Conducts on-site field work to gather the necessary information for the appraisal, which involves: measuring, sketching, photographing and the documentation of the quality of construction and all physical characteristic of the structures;
- Assists taxpayers with homestead and conservation use applications, real/personal property returns and the appeal process;
- Assists superiors with the direction and/or supervision of other appraisal staff and performing other related duties as assigned, such as entering Timber Sales for the county digest;
- Assists with compiling and analyzing monthly sales ratio studies to ensure uniformity and fairness of appraisals;
- Assists with the review of the county digest and mailing assessment notices;
- Prepares and presents individual valuations to the Board of Equalization;
- Enters all data obtained during the appraisal process, into the WinGap program and generate a report for the development and documentation of the county digest;
- Researches building costs, fair market sales, real estate listings, market trends and depreciation schedules for the development of accurate appraisals;
- Researches plats and deeds for valuation purposes;
- Conducts on-site inspections of real estate for documentation and re-evaluation of unreturned properties, including mobile homes to create a fair and equitable digest;
- Completes accurate appraisals of all types and classes of real and personal property;
- Identifies and locates improved and unimproved property by obtaining building permits, utilizing mapping data; WinGap data and property record cards;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School diploma or equivalent;
- Four (4) years of related work experience;
- Or equivalent education, and/or experience.

Licenses and Certifications:

- Real Property Appraiser "II" certification from GA Department of Revenue (as defined by the current rules and regulations of Georgia)
- Residential Appraiser (Fee Appraiser) certification a plus
- Valid Class C Drivers License
- Must be 21 years of age or older.

Applications must be filed online at: <https://ga-lumpkincounty.civicplushrms.com/careers/> or go to www.lumpkincounty.gov and click on "jobs" at the bottom of the screen