

Administrative Assistant Tax Assessor

Position

Reporting to the Chief Appraiser this position provides technical support for the county's property appraisal process.

Salary: \$31,637.00 to \$37,066.00/annually DOE/DOQ

Posting: April 13, 2022 through April 29, 2022

Submit resume to Bartow County HR via email to cogginsm@bartowcountyga.gov or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

Major Duties

- Regular attendance is required.
- Greets visitors and answers telephone courteously and respectfully and provides information and assistance.
- Assists public with completion of forms and applications.
- Processes Returns and Appeals.
- Attends required training.
- Makes address corrections
- Collects, sorts, and distributes mail.
- Receives monies, balances cash drawer and makes deposits.
- Prints basic maps, property record cards and reports as needed.
- Must adapt to change positively and productively and complete other tasks as assigned.

Knowledge Required by the Position

- Have an aptitude to learn the appraisal process.
- Have an aptitude to learn Bartow Tax Assessors' computer programs.
- Knowledge and experience using modern office practices and procedures.
- Knowledge and experience using computers, Microsoft programs and office machines.
- Skill in preparation of clear and precise reports.
- Skill in oral and written communication.

Supervisory Controls

Work is performed under the supervision of the chief appraiser.

Guidelines

Guidelines include the Georgia Code, the Appraisal Procedures Manual, Uniform Standards of Professional Appraisal Practice, Georgia Department of Revenue rules and

regulations, and county and department policies and procedures. These guidelines are clear and specific but may require some interpretation in application.

Complexity/Scope of Work

- The work consists of related duties. Frequent interruptions contribute to the complexity of the position
- The purpose of this position is to assist in the appraisal process. Success in this position results in the development of a fair and accurate county tax digest.

Contacts

- Contacts are typically with other county employees, postal workers, attorneys, property owners, and the public.
- Contacts are typically to provide services and to give or exchange information.

Physical Demands/Work Environment

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

Supervisory and Management Responsibility

None.

Minimum Qualifications/Requirements

- Knowledge and level of competency in reading, writing and math commonly associated with a high school education.
- Meet necessary requirements and obtain appraiser I certification by Georgia Department of Revenue within one year of hire.
- Attend WinGAP Basic Data Entry course within 18 months of hire.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.