

**JOB TITLE: Tax Appraiser II/Commercial Property, Tax Assessor's Office**

This position is responsible for performing tax assessment duties on real and personal property. The position is responsible for estimating the fair market value of all taxable property within the county and through the ad valorem valuation of property, determining how the tax will be distributed equitably among taxpayers. In addition, this position serves as the Assistant Chief Appraiser from time-to-time.

**MAJOR DUTIES:**

- Appraises and measures property and improvements through field observations.
- Appraises and assigns grades to new residences and commercial property and adds to tax digest.
- Sketches houses, takes photos, and transfers into Wingap.
- Interprets deeds, verifies information, and converts property cards.
- Reviews appeals and interviews with taxpayer.
- Assists the public with appeals of property appraisals.
- Defends property values to the Board of Equalization.
- Performs clerical duties such as filing, copying, and data entry.
- Assists the public with the explanation of homestead exemptions and other tax issues.
- Run ratio studies to determine uniformity of assessments.
- Maintains building permit records.
- Serves as Assistant Chief Appraiser in the absence of the Chief Appraiser
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of various valuation techniques, methodologies, and market trends.
- Knowledge of applicable state and county rules and regulations, department standard operating procedures, and building codes.
- Skill in statistical applications and mathematical computations.
- Skill in interpreting, reading, and making maps.
- Skill in interpersonal communication.
- Skill in operating common office machines, aerial photography equipment, map copier, and measuring devices.
- Ability to supervise the work of others.
- Ability to provide basic on-the-job training and instruction to others.
- Ability to follow oral and written instructions.

**SUPERVISORY CONTROLS:** The Chief Appraiser assigns work in terms of general instructions. The employee uses judgment in performing tasks and assignments. Completed work is reviewed for the nature and propriety of final results.

**SUPERVISORY AND MANAGEMENT CONTROL:** None.

**MINIMUM QUALIFICATIONS:**

Knowledge and level of competency commonly associated with a high school education.  
No prior experience required to perform the basic tasks of the position.

Please fill out application on the: [www.jonescountyga.org](http://www.jonescountyga.org) and send resumes to Chief  
Appraiser: [Anthony.george@jonescountyga.org](mailto:Anthony.george@jonescountyga.org) or call (478) 986-6300