

REAL PROPERTY APPRAISER/ TRAINEE

Full Time

\$15.44/hour – Non-Exempt

\$17.67 Appraiser II – Non Exempt

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.

Position Overview:

The purpose of this position is to assist in the appraisal of residential property and to provide administrative and technical support. The work consists of related technical and administrative duties assisting in the appraisal of real 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.

Assists in the compilation of the annual real property digest.

Acquires deeds and matches with real estate declaration documents for properties recorded in the Clerks of Superior Court's Office; researches to determine type of sale and enters sale data; researches map parcel number for deeds and enters transfer of ownership data; researches eligibility for Homestead Exemptions.

Participates in the measuring of new residential construction and additions.

Matches city and county permits with the correct property record cards.

Participates in the recording and entering of structure characteristics into a computerized sketch program; takes photographs of structures.

Assists in the annual revaluations in the appraisal of residential real property, such as addition/deletions to existing improvements, current conditions of improvements and land parcels.

Assists others within the organization by processing deeds, property transfers, and sales data inquiries.

Participates in compiling sales ratios, compiling comparable property.

Assists residential, agricultural, commercial and industrial property, personal property, and administrative personnel as needed.

Assists with processing annual assessment notices.

Assists with customer inquiries; refers to appropriate personnel.

Assists the public by providing customer service to the general public and professionals seeking information

Duties and responsibilities may be added, deleted or changed at any time at the discretion of supervisor, formally or informally, either verbally or in writing.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Performs other related duties as assigned.

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:

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.

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.

Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue within one year.

License or Certification:

Possession of a valid State of Georgia driver's license

<http://www.effinghamcounty.org/Jobs.aspx>