



Appraiser Trainee

Tax Assessment

TA/4

JOB SUMMARY

This position is responsible for the appraisal of real property.

MAJOR DUTIES

- Researches and performs field inspections to gather information for appraisals; identifies and determines zoning, use, location, construction quality, depreciation, and market data.
- Provides information to taxpayers related to the appraisal process; assists with property changes; verifies property records, deeds, and plats; processes address changes; processes homestead exemptions.
- Gathers data and prepares for appeals; verifies records; performs additional research and field reviews as required; prepares related data for appeals hearings.
- Enters data into the CAMA system, including maps, property splits, combinations, new construction, sketches, photographs, property sales, and qualifications, uploads deeds.
- Operates postage machine, sorts, and files mail.
- Provides technical support for the use of computer and audio-visual equipment during meetings.
- Files and maintains office records and documents.
- Maintains and schedules gated property and interior field inspections.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accepted appraisal techniques and methods used in the valuation of property.
- Knowledge of basic materials and methods used in construction.
- Knowledge of trends in the real estate market.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.

- Knowledge of computers and job-related software programs.
- Skill in maintaining accurate records.
- Skill in collecting and recording data.
- Skill in reading and interpreting maps, deeds, and costing manuals.
- Skill in using measurement tools and equipment.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, the Appraisal Procedures Manual, Department of Revenue regulations, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related property appraisal duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform appraisals of real property in the county. Successful performance helps ensure the fair and accurate valuation and taxation of property.

CONTACTS

- Contacts are typically with coworkers, business owners, contractors, real estate appraisers, property owners, tax representatives, attorneys, other county employees, and the general public.
- Contacts are typically to exchange information, resolve problems, provide services, or to justify or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- 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.
- 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 having had a similar position for one to two years.
- 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.
- Ability to meet necessary requirements of Appraiser II as mandated by the Georgia Department of Revenue.