



# Paulding County Board of Commissioners Human Resources Department

240 Constitution Boulevard • Dallas, GA 30132  
Telephone (770) 443-7521 • Fax (770) 443-7558

*Tara Palmer*  
*Director*

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## **January 23, 2023** **Vacancy Announcement**

### **Full-Time Position Available:**

Tax Assessors

### **Senior Real Property Appraiser (Grade 16/\$21.12- \$32.14 hourly):**

This position is responsible for supervising and participating in the appraisal of non-residential real property.

### **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 III as mandated by the Georgia Department of revenue.

Applicants may submit a resume to supplement the application, but resumes alone will not be accepted. Applications may be emailed to [humanresources@paulding.gov](mailto:humanresources@paulding.gov), faxed to (770) 443-7558 or dropped by or mailed to the Paulding County Board of Commissioners, Human Resources Department, 240 Constitution Blvd., Dallas, GA 30132.

The employment opportunity will remain open until filled.

The successful candidate will be subject to a drug screening and background check.

Questions and inquiries should be directed to Director/Chief Appraiser, James Stokes at [james.stokes@paulding.gov](mailto:james.stokes@paulding.gov) or via phone at 678-471-1175.

**Equal Opportunity Employer**

# **Senior Real Property Appraiser**

## **Tax Assessor**

### **JOB SUMMARY**

This position is responsible for supervising and participating in the appraisal of real property.

### **MAJOR DUTIES**

- Supervises the work of personnel engaged in the appraisal of real property.
- Compiles and analyzes ratio, studies; conducts statistical reviews to determine uniformity, equity, and level of assessment of real property.
- Audits and reviews the work of field appraisers.
- Trains new personnel on mass appraisal methods and techniques.
- Inspects and measures new residential construction; observe the quality of construction; sketches improvements; records data.
- Conducts on-site reviews of existing real estate to verify the accuracy of public records; updates information as needed.
- Evaluates reports to identify market trends and make recommendations for adjustments to the value tables based on the results.
- Monitors and inspects properties that have active construction permits to track changes in value.
- Assists taxpayers, other county personnel, surveyors, attorneys, appraisers, and real estate personnel by explaining property valuations, exemptions, deductions, and tax rules and regulations.
- Responds to and resolves property assessment disputes; defends appraised values, schedules, and methods before the Board of Equalization, Hearing Officer, Arbitration Board, Settlement Conference, and Superior Court.
- Receives, reviews, and processes all specialized exemptions as assigned.
- Composes a variety of correspondence, memoranda, and email.
- Attends meetings, seminars, and training sessions.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of real property appraisal principles and practices.
- Knowledge of the techniques and procedures used in the valuation of real property.
- Knowledge of the tools used for measuring and valuating property.
- Knowledge of trends in the real estate market.
- Knowledge of appeals processes and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of general building and construction practices.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of the geography of the county.
- Skill in maintaining accurate records.
- Skill in conducting field appraisals.
- Skill in the training and supervision of personnel.
- Skill in reading and interpreting maps, deeds, and costing manuals.
- Skill in collecting and recording data.
- Skill in problem solving.

- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Deputy Chief Appraiser assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures 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 varied administrative, supervisory, and property appraisal duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the appraisal of real property. Successful performance helps ensure the fair and accurate valuation and taxation of property.

## **CONTACTS**

- Contacts are typically with coworkers, federal and state employees, elected and appointed officials, attorneys, builders, property owners, realtors, business owners, appraisal professionals, tax representatives, 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, standing, walking, bending, crouching, or stooping. The employee must occasionally lift and or move up to 25 pounds, uses tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.
- The work is typically performed in an office, vehicle, and outdoors. The employee may be exposed to noise, dust and dirt, machinery with moving parts, inclement weather, and aggressive animals.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

## **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 III as mandated by the Georgia Department of Revenue.