

**GLYNN COUNTY BOARD OF COMMISSIONERS
NOTICE OF POSITION VACANCY**

PROPERTY APPRAISER I, II, or III

Department	Property Appraisal Office
Location	W. Harold Pate Courthouse Annex
Reports To	Real Property Supervisor
Work Schedule	40 hours per week
Exempt or Non-exempt	Non-exempt
Grade / Entry Rate of Pay	Appraiser I – Grade 12 \$39,000.00 Appraiser II – Grade 13 \$40,560.00 Appraiser III – Grade 14 \$42,182.40
Opening Date	01/05/2023
Application Deadline	Open Until filled
Salary Range	\$39,000.00 - \$42,182.40

This is a full-time position and receives all benefits afforded to regular employees.

Summary: Appraise real/personal property to determine fair market value for taxation purposes.

Essential Job Functions: Under general supervision performs field, technical and office work in the appraisal of real/personal property for tax purposes. Interprets and applies state/local laws pertaining to property taxation and assessment. Responds to complaints and answers questions related to property appraisal operations. Conducts field reviews of real property. Locates and identifies real property referring to various maps, property indexes, directories, building permits, and other documents. Measures property size, shape, and square footage. Calculates appraised values of real and/or personal property. Conducts research as needed. Maintains current files and records of tax appraisal activities and associated documentation. Records all information such as size, location, zoning, use, quality of construction, depreciation, inventory, machinery and other market data. Evaluates information gathered to determine proper classification. Completes necessary forms regarding inspections made and data obtained. Makes and submits recommendations for consideration at Board of Assessor, Finance, and Commission meetings. Performs valuation of personal property accounts for tax assessment purposes; maintains uniformity between all taxpayers by comparing like items, researching appropriate pricing guides, applying appropriate inflation and depreciation factors, and establishing fair market values on personal property. Prepares assessment notices, reporting forms, returns, and cover letters for mailing; prints, bursts, sorts, and delivers to mailroom. Processes incoming tax returns; receives and reviews incoming reports, reviews for accuracy and completeness, and advises taxpayers of incorrect/incomplete information; obtains necessary schedules; assigns new property values; assigns tax districts to new accounts; reviews active accounts for proper taxing districts and taxability; maintains and updates FOCUS accounts; determines eligibility of Tax Commissioner (TC) letters, including Error & Releases (E&R), Not On Digest (NOD), and Write-Offs (W/O); validates TC letters and prepares spreadsheet of such for agenda. Processes incoming tax returns; receives and reviews incoming reports, reviews for accuracy and completeness, and advises taxpayers of incorrect/incomplete information; obtains necessary schedules; assigns new property values; assigns tax districts to new accounts; reviews active accounts for proper taxing districts and taxability; maintains and updates FOCUS accounts; determines eligibility of Tax Commissioner (TC) letters, including Error & Releases (E&R), Not On Digest (NOD), and Write-Offs (W/O); validates TC letters and prepares spreadsheet of such for agenda. Prepares reports for Chief Deputy and other supervisors and departments; communicates with other departments, State, Federal, and local agencies regarding information requests. Prepares and supports technical cases to defend appealed assessments in court or at Board of Equalization or Superior Court meetings. Responds to complaints and answers questions related to property appraisal operations.

Operates a motor vehicle to visit taxpayer sites or conduct other work activities. Provides assistance to other employees or departments as needed; assists with mailing of assessment notices; assists in appraising mobile homes. Performs related duties as assigned.

Minimum Education, Training and Experience: High school diploma or GED; supplemented by college level course work or vocational training in property appraisal or property assessment; supplemented by two (2) years previous experience and/or training involving personal property appraisal, real property appraisal, or property assessment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia Property Appraiser I, Appraiser II, or Appraiser III certification based on position held.

Required Certificates/Licenses: Valid Driver's License.

**GLYNN COUNTY HUMAN RESOURCES DEPARTMENT
W. HAROLD PATE COURTHOUSE ANNEX
1725 REYNOLDS STREET
BRUNSWICK GEORGIA 31520
(912) 554-7170 (Phone)
Email: jobs@glynncounty-ga.gov
Website: www.glynncounty.org**

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GLYNN COUNTY HAS A TOBACCO AND SMOKE FREE POLICY