



## Senior Appraisal Technician

### Tax Assessment

TA/6

#### JOB SUMMARY

This position performs technical duties in support of the property appraisal process.

#### MAJOR DUTIES

- Performs field reviews to collect accurate data on properties by taking photographs, collecting measurements, and taking notes of physical conditions.
- Researches and gathers information on the current real estate market to compare sales, identify trends, and find discrepancies in local sales.
- Prepares spreadsheets to demonstrate findings from field research.
- Scans documents, makes copies, and answers telephone calls.
- Researches sales to determine if a bona fide fair market sale.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of the appraisal process.
- Skill in reading maps.
- Skill in collecting filed data.
- Skill in maintaining accurate records.
- 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 Chief Appraiser assigns work in terms of 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 Procedure Manual, Department of Revenue regulations, and department and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to provide technical support for the appraisal process. Successful performance helps ensure the accuracy and completeness of data.

#### CONTACTS

- Contacts are typically with coworkers, taxpayers, attorneys, vendors, property owners, and the general public.
- Contacts are typically to exchange information, resolve problems, or provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects and must distinguish between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- 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 I as mandated by the Georgia Department of Revenue.