



Appraisal Technician

Tax Assessment

TA/7

JOB SUMMARY

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

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance related to the property appraisal process; refers callers to appropriate personnel.
- Collects, sorts, and distributes mail; makes copies of documents; files various documents; enters data into database.
- Enters deeds into computer and makes corrections as needed, including address changes, homestead exemptions, and other adjustments.
- Assists customers with real estate deeds; researches and explains changes, additions, or deletions to real or personal property records.
- Assists in resolving customer complaints.
- Files and maintains office records and documents.
- Ensures that property deeds and parcel numbers of property records are correct.
- Ensures that outgoing documents are stamped and addressed with correct customer addresses.
- Prints homestead exemptions applications and returns for customers.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of 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 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 intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office.

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.