

## OCONEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           PROPERTY APPRAISER II**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform under supervision and direction, common types of work functions associated with the appraisal of real and/or personal property for assessment purposes and assist superiors in the supervision and direction of Property Appraiser I personnel. This position reports to the Chief Property Appraiser.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs desk audits on personal property from personal property reporting forms; interprets returns using various pricing valuation methods; correlates reported values with fair market values; researches discrepancies in information; performs site inspections as needed; appraises fair market value of taxable personal property including boats ,airplanes, automobiles, real and prebill mobile homes ; adds information to tax digest.

Locates and identifies real property, referring to various maps, property indexes, directories and other documents.

Conducts field reviews of residential, commercial, rural, and industrial property; measures property size, shape, and square footage; collects and records data, type of construction, age, and other conditions effecting values; makes calculations and applies such data to appraisals of specific buildings.

Reviews various records and documentation in association with determining appraised values; researches public records of sales, leases, assessments and other transactions to verify sales data; maintains equalization of comparative properties; verifies ownership for proper classification of property; interprets statistical data.

Identifies other factors impacting value of existing properties, such as remodeling, new features, or changes in classification; takes such factors into consideration in determining appraised values.

Collects data relative to land valuations and applies such data in appraising specific parcels of land.

Prepares statistical analyses from sales records.

Discovers taxable property not on tax digest.

Defends appraised values to taxpayers and the Board of Assessors.

Provides assistance and information to taxpayers, attorneys, surveyors, realtors, or other individuals regarding appraisal data, appraised values, and ownership records.

Reads and interprets maps, diagrams and blueprints. Inputs and maps new subdivision plats and property splits filed with the Clerk of Courts office. Enters parcels into appraisal system and hand draws plats, splits or recombinations on office working maps.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in preparing/processing bulk mailings of tax reporting forms and notices.

Prepares or completes various forms, reports, correspondence, appraisals, personal property reports, assessment notices, statistical analyses, or other documents.

Receives various forms, reports, correspondence, personal property reporting forms, financing statements, asset listings, balance sheets, appeal letters, permits, deeds, photographs, pricing guides, property listings, tax digests, tax maps, plats, manuals, code books, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Receives, reviews and processes all applications for the Conservation Use Program. Reports to the Board of Assessors with all pertinent information received or discovered during review for final approval/denial. Maintains files of all Conservation Use covenants and notifies all covenanters of appropriate renewal periods or any potential violations within the covenant.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Maintains file system of departmental records.

Performs research functions as needed.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, officials, Board of Assessors, Board of Equalization, appraisers, surveyors, title searchers, attorneys, accountants, taxpayers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Adheres to all county Safety Policies and Procedures.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by course work or vocational training in property appraisal; supplemented by one (1) to two (2) years previous experience and/or training involving real property appraisal and personal property appraisal; or any equivalent combination of education, training, and experience which provides the requisite

knowledge, skills, and abilities for this job. Must be 21 years of age or older. Per Georgia Law, must successfully complete appraiser exam for this level and maintain valid Appraiser II certification. Must complete forty hours of prescribed continuing education in the field every two years. Must possess and maintain a valid Georgia driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Must be able to interact and communicate in a calm professional manner, even in confrontational situations. May require ability to occasionally apply principles of persuasion and/or influence over others.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate all equipment, machinery, tools and materials used in performing essential job functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to calculate surface areas.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise good judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature extremes, traffic hazards, or violence.

Oconee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.