

**JOB TITLE: Tax Appraiser II/Real & Personal Property, Tax Assessor's Office**

This position is responsible for performing tax assessment duties on real and personal property. The position is responsible for estimating the fair market value of all taxable property within the county and through the ad valorem valuation of property, determining how the tax will be distributed equitably among taxpayers. In addition, this position serves as the Assistant Chief Appraiser from time-to-time.

**MAJOR DUTIES:**

- Serves as Assistant Chief Appraiser in the absence of the Chief Appraiser
- Maintains and values business personal property and assists in preparing and mailing forms for personal property reporting's.
- Handles property splits and values new subdivisions.
- Interprets deeds, verifies information, and converts property cards.
- Sketches buildings and additions and enters in the CAMA System.
- Assists with field work
- Serves as Secretary to the Board of Assessors
- Performs clerical duties such as filing, copying, and data entry.
- Assists the public in locating property and interpreting map information.
- Assists the public with appeals of property appraisals.
- Reviews property appeals and interviews with taxpayer.
- Defends property tax value to the Board of Equalization.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THIS POSITION:**

**SUPERVISORY CONTROLS:** The Chief Appraiser assigns work in terms of general instructions. The employee uses judgment in performing tasks and assignments. Completed work is reviewed for the nature and propriety of final results.

**GUIDELINES:** Guidelines include federal, state, and county laws, rules, regulations, policies, and procedures. Other guidelines include the Official Code of Georgia, Marshall & Swift Manuel, NADA Manufactured Housing Appraisal Guide, Mobile Home Ad Valorem Procedure Manuel, Wingap Computer Appraisal System, and other personal property pricing guides. The guidelines are clear and specific, but require interpretation in application.

**COMPLEXITY:** This position performs duties of the Tax Assessor's Office assigned by the Board of Assessors. Complexity occurs in the diversity of knowledge required to properly and accurately perform the tax assessor functions, and in dealing with sometimes irate members of the public.

**SCOPE AND EFFECT:** The works involves tax assessment and appraisal. Successful performance in this position assures the department and county of accurate and reliable tax revenue records and collections.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, voters, employees in other departments, state employees, bank personnel, surveyors, attorneys, contractors, and developers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, direct the effort of others, provide services, resolve problems, motivate employees, and to justify, defend, or negotiate or settle matters.

**PHYSICAL DEMAND:** Work is typically performed sitting at a desk or table with intermittent standing, stooping, bending, and walking. Employee frequently lifts light objects and occasionally lifts heavy objects.

**WORK ENVIRONMENT:** Work is performed in an office, but may occasionally be performed outside where the employee is exposed to inclement weather, noise, and dust.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has full supervisory responsibility in the absence of the Chief Appraiser.

**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 a similar position for two (2) to three (3) years.

Ability to meet necessary requirement of Appraiser II as mandated by the Georgia Department of Revenue. Must be certified and attend forty (40) hours continuing education every two (2) years.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the class of vehicle or equipment operated.

Please send resumes to: [anthony.george@jonescountyga.org](mailto:anthony.george@jonescountyga.org)