

CODE: 1530

GRADE: 11

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: APPRAISER I
TAX ASSESSOR'S OFFICE**

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work in appraising land, residential buildings, commercial and industrial buildings, and building improvements for tax assessment purposes. Work involves assisting in the collection and management of field data for the purpose of real property evaluation and manufactured housing evaluation in a fair and equitable manner. Employee must exercise initiative and independent judgment in ensuring proper application of established policies and procedures to individual appraisal cases. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners and the general public. Reports to the Chief Appraiser.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Drives to locations of real property.

Contacts the owner if possible.

Measures and sketches the improvements, property, and structures.

Performs on-site review of real estate transactions.

Photographs properties as needed.

Interacts with public about property, property values, mobile homes, and Tax Commissioner's Office.

Delivers FIFA's for mobile homes.

Enters data collected in field on property.

Draws data on permanent cards.

Generates reports, as needed for private parties and other office staff for market research and analysis purpose.

Receives and/or reviews various records and reports including building permits, mobile home tax receipts, property tax returns, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various records and reports including property record cards, data

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compilation, reports of all types, and various other records, reports, memos, correspondence, etc. Refers to real estate deeds, NADA valuation manuals, Department of Revenue Training manuals, laws, policy and procedure manuals, computer manuals, reports, codes / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of office equipment including a computer, copier, telephones, calculator, fax machine, measuring devices, etc.

Uses tape and wheel measure, scale, secretarial supplies, computer software such as WordPerfect, WinGap, GIS, Arc View, etc.

Interacts and communicates with various groups and individuals including the immediate supervisor, other offices, co-workers, home / property owners, contractors, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

A high school diploma supplemented by special training in real property assessing, and two to three years of experience in real property appraisal; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, calculators, map machines, microfilm viewers, tape measures, tape rollers, etc. Must be physically able to operate a motor vehicle. Must be able to a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Must work in outside environment.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, sales ratio studies, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, forms, maps, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Does not require the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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