

CODE: 1550

GRADE: 9

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: APPRAISAL TECHNICIAN
TAX ASSESSOR'S OFFICE**

GENERAL STATEMENT OF JOB

Under general supervision, performs technical, data entry, and clerical work in the County Tax Assessor's Office. Work involves assisting Chief Appraiser manage the day-to-day operations; monitoring budget expenditures; ordering office supplies; scheduling staff leave; serving as Board of Assessor's Secretary; tracking and turning in payroll; overseeing homestead application process; overseeing office record archives; enforcing office policy; assisting the general public in research, appeals, applications, and complaints; providing a positive first impression on behalf of Thomas County and the Tax Assessor's Office in the receiving and responding to taxpayer and the general public inquiries; and processing and entering various data into the computer programs. Employee's duties assigned in the position may vary slightly according to the specific needs of the department and division of workload. Employee must exercise some independent judgment in properly completing assigned tasks. Employee must also exercise tact, courtesy and firmness in frequent public contact. Reports to the Chief Appraiser.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Answers telephones.

Assists the general public such as locating properties on maps, instructing on the use of WinGAP program, directing to the proper staff member.

Processes and reviews homestead applications; audits homestead each November with records, yearly and daily through obituaries.

Folds and files the applications in alphabetical order.

Receives and accepts conservation use applications; creates folders; compiles data necessary for staff review; collects fees; forwards approved applications to the Clerk's Office.

Verifies property taxes paid; issues decals.

Assists the taxpayers in filing property returns; accepts property returns.

Explains property values, assessment procedures, values, and laws to the general public.

Prints property record cards and maps; Prints property record cards Prints and assists taxpayers with homestead applications.

Collects fees for property records cards and maps; writes receipts; generates quarterly accounts

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receivable for charges on copies, maps, etc.

Files property record cards.

Checks the mail; processes outgoing mail; distributes memos and mail.

Updates addresses.

Assists and processes assessment notices.

Receives appeals from taxpayers; creates folders; compiles data for staff review.

Organizes notebooks on appeals for Board of Tax Assessors and Board of Equalization review.

Copies and mails digest changes on results.

Transfers real property.

Enters data from city and County building permits.

Sketches homes in WinGap when needed.

Calculates estimated property taxes.

Receives personal property returns; conducts follow-ups as necessary.

Organizes and lifts boxes of office supplies, records, maps, paper, etc.

Prepares a variety of documents such as denial notices, 21-day letters, timber tax forms etc.

Conducts research as required by Georgia.

Compiles all correspondence records; stores by year.

Tracks Appeals and Board of Equalization cases; tracks Superior Court cases; submits information to County Attorney.

Maintains the transfer of real estate property.

Enters and tracks building permits.

Processes complaints on assessment problems.

Gathers sales data for public when needed.

Issues mobile home decals; checks taxes; verifies title.

Researches laws.

Writes correspondence.

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Processes digest changes when needed and after appeals.

Makes or directs corrections that are to be made.

Performs public relations with other County offices, State offices, private offices, local businesses, taxpayers, realtors, attorneys, vendors, etc.

Reports personnel issues and problems to Chief Appraiser, equipment failures to proper vendor and departments, and safety issues to Building Maintenance.

Receives and/or reviews various records and reports such as time sheets, time cards, timber harvest forms, office supply forms, office minutes, returns, invoices, training manuals, budget reports, mail transfer tax slips, property record cards, homestead applications, appeals, property returns conservation applications, personal property returns, written instruction from Chief Appraiser, ownership reports, deeds, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various reports and records such as conservation use folders, appeal data, billing summary, property record cards, homestead application cards, time cards, time sheets, Board of Assessors' agendas, Board of Assessor minutes, conservation use applications, supply order forms, notes and memos, timber harvest forms, Board of Assessor notebooks, assessment appeal forms, maps, faxes, and various other records, reports, memos, correspondence, etc.

Refers to The Georgia Certification Program Manual for Tax Appraiser and Tax Assessors, Board of Assessors minutes, Timber Tax notebook, Homestead notebook, personnel manual, Official Code of Georgia Annotated, course training manuals, building permits, blueline maps, laws, assessment brochure, written instructions, ownership printouts, policy and procedure manuals, computer manuals, codes/laws/regulations, etc.

Operates a variety of office equipment including a computer, copier, telephones, calculator, fax machine, printers, mailer, folder, blueline copier, typewriter, metered mail, etc.

Uses secretarial supplies, and computer software such as WordPerfect, WinGAP, Quattro Pro, Professional Profile, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, office staff, realtors, lawyers, Commissioner's staff, Planning and Zoning, County and city government, private appraisers, surveyors, purchasing, Building Maintenance, County Attorney's Office, Board of Equalization, vendors, and the general public.

May perform the following duties:

Tracks the training; schedules schooling; requests the checks for training.

Serves as Board of Assessor's Secretary by compiling agendas, minutes, and any other information.

Compiles deposits for the Board of Commissioners.

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Orders supplies through purchasing to complete tasks; gathers information for special purchases when needed.

Trains clerical staff.

Prints and mails assessment notices; organizes with Chief Appraiser.

Tracks and reports the office expenditures to Chief Appraiser.

Prepares and tallies time cards. Prepares timesheets bi-weekly.

Tracks sick and leave time for staff. Maintains work schedules of all staff members such as leave, sick, etc.

Verifies and prepares invoices for Chief Appraisers approval.

Oversees office archives.

Assists the Chief Appraiser in boosting employee moral.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one to two years of experience in clerical procedures and applications associated with a tax department or construction trades, including some experience in the operation of data entry equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

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, typewriters, printers, copiers, calculators, microfilm viewers and printers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or 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.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional,

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structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

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, deeds, surveys, maps, permits, etc. Requires the ability to prepare correspondence, reports, forms, logs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical define problems, collect data, establish facts, and draw valid conclusions; to interpret technical instructions in mathematical or diagrammatic form; and to deal with 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 and statistics.

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

Motor Coordination: Requires 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.