



7-23-20

Classification Specification

Title Appraiser III or IV **Location:** Work Area- North East Georgia
Division Sales Ratio **Website:** <http://www.audits.ga.gov>

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Ga Dept of Audits and Accounts 270 Washington Street, SW Atlanta Ga 30334-8400

Salary: Commensurate with education and experience

Job summary

Performs appraisals of residential, agricultural, industrial, and commercial real estate for the purpose of producing sales ratio studies that are used for the allocation of State funds for the public school system. This classification reflects the senior level of the appraiser job family and is a fully functioning appraiser. Responsibilities are similar to that of the Appraiser III, and the classification is a function of individual performance, expertise and depth of knowledge that is acquired by each individual through their own experiences and the attainment of professional certification.

Summary of essential job functions

- ❖ Conducts random sampling of residential, agricultural, and commercial property for appraisal purposes.
- ❖ Performs on-site inspections of properties including measuring buildings, verifying and aging timber, determining depreciation of structures, interviewing tax payers about property, assigning land values, and speaking with county personnel to collect data and information.
- ❖ Performs deed reviews of property sales to determine validity of sale.
- ❖ Records and analyzes assessments from county tax digests to compute sales ratios.
- ❖ Verifies sales of new construction to determine cost factors for each county; researches and analyzes warranty and security deeds and makes visual inspections to determine validity.
- ❖ Prepares electronic property record cards and other documentation and worksheets for the appraisal and compilation of records and files.
- ❖ Applies a thorough knowledge of the International Association of Assessing Officers (IAAO) Standards and Division policies and procedures in the creation of appraisals and ratio studies.
- ❖ Completes research, documentation, spreadsheets, and files and performs other duties as needed in support of the sales ratio studies.

Minimum requirements

Education	Completion of high school or the equivalent
Certifications/Licensing	Valid Georgia Driver's License is required. Additionally, employee must have a State Certified Residential Appraiser designation, a State Certified General Appraiser designation or be working toward the Appraiser IV Certification as administered by the Department of Revenue for ad valorem tax appraisals.
Prior Experience	Five years of progressively responsible experience in appraising
Information Technology	Intermediate level of Microsoft Word, Excel, and Access
Other Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> ❖ Knowledge of property appraisal practices and procedures ❖ Knowledge of real estate principles and terminology ❖ Knowledge of Sales Ratio Studies procedures and guidelines ❖ Knowledge of IAAO Standards on Sales Ratio Studies, and Department and Division policies and procedures ❖ Knowledge of applicable software applications used by the Department ❖ Knowledge of mathematics ❖ Knowledge of photography ❖ Skill in operating a personal computer, camera, copier, fax machine, and microfiche reader ❖ Skill in using measurement instruments such as acreage grid, scaled ruler, and measuring tape ❖ Skill in analyzing sales data for compliance with IAAO Standards on Sales Ratio Studies ❖ Skill in cartography ❖ Skill in oral and written communication ❖ Skill in organizing and prioritizing activities ❖ Skill in interpersonal relations

Complexity

Work is substantially complex and varied and requires the interpretation of guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

Guidelines

Guidelines include State of Georgia Department of Audits and Accounts' Appraisal Manual, IAAO Standards on Ratio Studies, applicable laws, user manuals, Department policies and procedures, and instructions from the supervisor. These guidelines are generally clear and specific, but may require some judgment, selection, and interpretation in application.

Impact of Actions

Errors in work could lead to major expense and problems. Errors could also significantly affect short-term results of the Division.

Reporting Relationships

Supervision Exercised: None

Supervision Received: Limited supervision

Contacts

Internal: Frequent interaction with Division employees at all levels. Interaction sometimes requires substantial sensitivity and cooperation.

External: Interaction with citizens, visitors, guests, and/or other professional contacts with governmental entities or allied organizations sometimes requiring substantial sensitivity and cooperation.

Physical Effort and Working Environment

This classification operates in a physically comfortable environment with routine stooping, bending, and light lifting required. This classification generally works under normal office conditions with some time outdoors and occasional exposure to pollution and unpleasant weather conditions. Employees in this position are assigned to a territory within the State and are required to commute to field locations within the territory to perform the responsibilities of the job.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.