

Personal Property Appraiser Grade:

Reports to: Chief Appraiser

Department: Tax Assessor

Classification: Exempt

Date Approved:

Job Summary

This position is responsible for locating and appraising personal property in order to assist with the development and documentation of the county tax digest and assisting the Chief Tax Appraiser with the appraisal of real properties for the purposes of assessment. The position requires both field and office work.

Essential Functions

Conduct the review of annual applications for Freeport Inventory for approval/denial by the Board of Tax Assessors.

Process and supervise the administration of appeals for personal property and motor vehicles; defends valuations.

Conduct audits or unreturned new personal property accounts of existing accounts.

Prepare monthly presentation of personal property issues to include recommended audits and completed audits for approval by the Board of Tax Assessors.

Processes abatement/refund requests for personal property and motor vehicles.

Administers personal property Leasehold Tax Abatements.

Additional Responsibilities

Handles taxpayer issues by phone or in person.

Performs any other duties as required in the field of tax assessment as assigned.

Knowledge, Skills, & Abilities Required for Job Performance

High School Diploma or GED and be at least 21 years of age.

Certification at an Appraiser II level.

Demonstrated knowledge of the Assessor's office functions.

Knowledge and the ability to use statistical calculations as required in the Assessor's Office.

Possess a valid driver's license.

Must be computer literate and efficient in utilizing standard and customized software applications to include Meriwether County's CAMA software (WinGAPSOL), Microsoft Office Suite, web publishing's and techniques, and document imaging concepts, etc.

Must be able to speak and write in the English language.

Working Conditions/Physical Demands

This work is typically performed in an office setting using maps, computers, calculators, and other business machines. This position may require walking, standing, bending, stooping, pushing, feeling, seeing, hearing, repetitive motions, and lifting weights up to 50 lbs. without accommodation. Most physical demands are compared to those needed for light to medium work assignments. A physical exam may be required annually.