



Property Appraiser

Class Code:
155004

Bargaining Unit: Not Applicable

WHITFIELD COUNTY
Revision Date: Mar 6, 2008

SALARY RANGE

\$13.92 - \$20.88 Hourly
\$1,113.70 - \$1,670.55 Biweekly
\$2,413.02 - \$3,619.53 Monthly
\$28,956.20 - \$43,434.31 Annually

CLASS CONCEPT:

PURPOSE OF CLASSIFICATION

The purpose of this classification is to appraise real and/or personal property for tax purposes and to maintain assessment records, maps and related property documents and databases.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Appraises real and/or personal property for tax purposes; researches, collects and/or calculates information needed for property appraisals; conducts on-site visits to obtain property information; measures and/or sketches property as appropriate; researches databases, property records, deeds, plats and other resources for information needed for assessments; and applies market data, property classifications and established standards and guidelines to determine property values.

Updates and maintains department assessment records, property record cards, related files and databases to reflect current information on all real and/or personal property values and ownership; enters and retrieves data from automated information systems; processes changes of ownership; and corrects property record inaccuracies or incomplete data using established forms and procedures.

Provides assistance to property owners, tax payers, finance companies, real estate agents and the general public regarding property assessments, tax laws and regulations, department policies, ownership issues, and other property related information; researches information and provides copies of public records upon request; explains policies, and procedures; and responds to and resolves complaints concerning tax appraisals.

Maintains document files; matches records and documentation to appropriate property files; adheres to established record retention policies; and files work to be processed for Tax Digest.

Updates aerial photography records and property maps; and enters and retrieves data from mapping databases.

Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by six months of experience in property appraisal and assessment work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain Appraiser I Certification from the State of Georgia.

SUPPLEMENTAL INFORMATION:

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

OTHER REQUIREMENTS:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

CLASS SPEC TITLE 6:

Whitfield County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.