



## Real Property Appraiser I

Tax Assessor

TA/3

Grade 12/Non-Exempt

### JOB SUMMARY

This position is responsible for the appraisal of residential real property. An incumbent in this position may be designated "Appraiser II," "Appraiser III," or "Appraiser IV."

### MAJOR DUTIES

- Inspects, measures, sketches, photographs, and appraises new construction and existing structures, including structural additions and detaches accessory buildings.
- Researches and reviews pertinent property owner documents, such as deeds, plats, and real estate and financial transactions.
- Prepares new property record cards and updates existing property cards with necessary changes.
- Provides customer services; provides information and assistance; responds to concerns and resolves problems.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of property appraisal.
- Knowledge of trends in the real estate market.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of general building and construction practices.
- Knowledge of computers and job-related software programs.
- Skill in maintaining accurate records.
- Skill in collecting and recording data.
- Skill in reading and interpreting maps, deeds, and costing manuals.

- Skill in using measurement tools and equipment.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Chief Appraiser assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## GUIDELINES

Guidelines include the Official Code of Georgia Annotated, the Appraisal Procedures Manual, Department of Revenue regulations, and department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related real property appraisal duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform appraisals of real property in the county. Successful performance helps ensure the fair and accurate valuation and taxation of property.

## CONTACTS

- Contacts are typically with coworkers, business owners, contractors, real estate appraisers, property owners, tax representatives, attorneys, other county employees, and the general public.
- Contacts are typically to exchange information, resolve problems, provide services, or to justify or settle matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser I as mandated by the Georgia Department of Revenue.