JOB ANNOUNCEMENT
POSTING DATE: 03/03/2020

POSITION
Personal Property Appraiser I

DEPARTMENT
Tax Assessors

JOB SUMMARY
This position is responsible for the identification and appraisal of personal property.

WORK SCHEDULE
Full Time; 40 hours weekly

COMPENSATION/SALARY
• Minimum Starting Salary: $30,519.00
• Additional salary steps may be given for relevant education and experience.
• Excellent benefits package that includes insurance benefits, retirement/pension, vacation and sick leave, and paid holidays.

JOB QUALIFICATIONS
• Graduation from an accredited high school or GED,
• Minimum of one (1) year of related experience required,
• Valid Georgia Driver’s License,
• Must be 18 years of age or older,
• Ability to meet necessary requirements of Appraiser I as mandated by the Georgia Department of Revenue.

APPLICATION PROCESS
To apply, an application must be completed and returned to:
Polk County Board of Commissioners’ Office
Human Resource Department
144 West Avenue, Suite B
Cedartown, GA 30125
www.polkga.org

APPLICATION DEADLINE
April 13, 2020
Personal Property Appraiser I
TA/8 Tax Assessors

JOB SUMMARY

This position is responsible for the identification and appraisal of personal property. An incumbent in this position may be designated “Personal Property Appraiser II.”

MAJOR DUTIES

- Processes annual personal property returns by verifying documents, obtaining necessary information, and assigning property values through reviews and/or audits.

- Discovers, verifies, and records property from field reviews of building permits and license applications, financial statements, Department of Natural Resources listings, Federal Aviation Administration listings, and local media resources; establishes personal property accounts.

- Establishes and maintains files and records related to personal property.

- Assists taxpayers by explaining property valuations, tax assessments, and state guidelines, rules, regulations and laws.

- Assists with external audits as needed.

- Verifies data reports, valuation reports, class and strata reports, and other related reports.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of personal property appraisal principles and practices.

- Knowledge of the techniques and procedures used in the discovery and valuation of personal property.

- Knowledge of appeals processes and procedures.

- Knowledge of accounting principles and practices.

- Knowledge of computers and job-related software programs.
• Skill in maintaining accurate records.

• Skill in researching and identifying personal property.

• Skill in reading maps.

• Skill in collecting and recording data.

• 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, valuation guides, and department and county policies and procedures. These guidelines require are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

• The work consists of related personal 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 personal property within the county. Successful performance helps ensure the fair and accurate valuation and taxation of property.

CONTACTS

• Contacts are typically with coworkers, other county personnel, property owners, accountants, and the general public.

• Contacts are typically to give or exchange information, resolve problems, provide services, or 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, or stooping. The employee occasionally lifts light objects and climbs ladders.
- The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Graduation from an accredited high school or GED.
- Minimum one year of related experience required.
- 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.