JOB ANNOUNCEMENT
POSTING DATE: 03/02/2020

POSITION
Property Appraiser Trainee

DEPARTMENT
Tax Assessors

JOB SUMMARY
This position is responsible for assisting in the identification and appraisal of personal/real property as a trainee.

WORK SCHEDULE
Full Time; 40 hours weekly

COMPENSATION/SALARY
• Minimum Starting Salary: $26,364.00
• 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,
• Less than one (1) year of related experience preferred.
• Valid Georgia Driver’s License,
• Must be 18 years of age or older,
• Ability to obtain Appraisal I certification through the Georgia Department of Revenue within one (1) year of completion of new employee probationary period.

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 10, 2020
Property Appraiser Trainee
Tax Assessors

JOB SUMMARY

This position is responsible for assisting in the appraisal of personal/real property as a trainee.

MAJOR DUTIES

- Assists in processing annual personal property returns by verifying documents, obtaining necessary information, and assigning property values through reviews and/or audits.
- Performs fieldwork to collect measurements, take photographs, and document features pertaining to the appraisal of real property; maintains related records.
- Discovers, verifies, and records property from field reviews, business license applications, financial statements, Department of Natural Resources listings, Federal Aviation Administration listings, and local media resources; establishes personal property accounts.
- Research parcel information using real estate listings, parcel files, aerial maps, etc.
- Assists taxpayers by explaining property valuations, tax assessments, state guidelines, rules, regulations and laws.
- Coordinated with building inspectors and the Tax Commissioners Office as needed.
- Assists in accurately and uniformly appraising the value of all types of real properties within the county.
- Verifies data reports, valuation reports, class and strata reports, and other reports.
- Performs other related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the procedures and techniques used to determine fair market value of personal/real property principles and practices.
- Knowledge of the tools used for measuring and valuating property.
- Knowledge of the techniques and procedures used in the discovery and valuation of personal property.
- Knowledge of appeals processes and procedures.
- Knowledge of trends in the real estate market.
Knowledge of relevant state laws, county ordinances, accounting principles and department policies.

Knowledge of general building and construction practices.

Knowledge of computers and job-related software programs.

Skill in reading and interpreting maps and cost manuals.

Skill in maintaining accurate records.

Skill in using measurement tools and equipment.

Skill in researching and identifying personal property.

Skill in sketching and drawing structures.

Skill in collecting and recording data.

Skill in problem solving.

Skill in prioritizing and planning.

Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Appraiser and/or Personal Property Appraiser III/Real Property Appraiser III 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, Uniform Standards of Professional Appraisal Practices, valuation guides, and department/county policies and procedures. These guidelines required are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of related personal property/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 personal/real property within the
county as a trainee. Successful performance helps to ensure the fair and accurate valuation and taxation of property.

**CONTACTS**

- Contacts are typically with coworkers, other county personnel, elected and appointed officials, property owners, accountants 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 intermittently sitting, standing or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

- The work is typically performed in an office, vehicle and outdoors. The employee may be exposed to noise, dust and dirt, machinery with moving parts and inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited high school or GED.

- Less than one year of related experience preferred.

- 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 obtain Appraisal I certification through the Georgia Department of Revenue within one (1) year of completion of new employee probationary period.