JOB ANNOUNCEMENT
POSTING DATE: 03/03/2020

POSITION
Real Property Appraiser II

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: $32,045.00
- 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 two (2) years of related experience required,
- Valid Georgia Driver’s License,
- Must be 18 years of age or older,
- Ability to meet necessary requirements of Appraiser II 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
Real Property Appraiser II
TA/5
Tax Assessors

JOB SUMMARY
This position is responsible for the appraisal of real property.

MAJOR DUTIES
- Performs fieldwork to collect measurements, take photographs, and document features; maintains related records.
- Accurately and uniformly appraises the value of new and existing real properties in the county.
- Prepares, documents; gathers and data to arrive at fair market value; prepares data for presentation to the Board of Assessors and the Board of Equalization.
- Analyzes sales data to determine land pricing.
- Advises the Chief Appraiser of social and economic changes within community that affect property values based on sales as well as the collection of related data; calculates and recommends economic or neighborhood adjustments.
- Schedules and plans workload to ensure that state and local timelines are met.
- Enters a variety of information to electronic databases using mobile assessors/computer.
- Prepares daily as well as other reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION
- Knowledge of the procedures and techniques used to determine fair market value of real property.
- Knowledge of the tools used for measuring and valuating property.
- Knowledge of trends in the real estate market.
- Knowledge of relevant 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 cost manuals.
- Skill in using measuring tools and equipment.
- Skill in sketching and drawing structures.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Chief Appraiser or 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 Procedure Manual, Department of Revenue regulations, Uniform Standards of Professional Appraisal Practices, 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, other county employees, elected and appointed officials, property owners, and members of 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.

- Minimum two (2) years 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 II as mandated by the Georgia Department of Revenue.