

## Real Property Appraiser Tax Assessor

### Position

Reporting to the Chief Appraiser, this position is responsible for assisting in the appraisal of real property in Bartow County.

**Salary:** \$14.77/Hourly to \$16.64/Hourly  
DOQ

**Posting:** January 23, 2018 through February 6, 2018

Submit resume to Bartow County HR via email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org) or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

### MAJOR DUTIES

- Appraises real property in the county using local sales data.
- Conducts fieldwork to appraise real property; measures new construction, improvements and existing structures; adjusts grades and depreciation; determines land quality.
- Reviews details of property record cards.
- Enters data from all field inspections.
- Processes assessment appeals and defends values before the Board of Equalization.
- Meets with property owners to provide information and resolve problems.
- Assists in processing open records requests.
- Reviews real estate returns.
- Attends required training.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the real and personal property appraisal process.
- Knowledge of the Appraisal Procedures Manual.
- Knowledge of computers and job related software programs.
- Skill in the measurement of commercial and residential buildings.
- Skill in GIS mapping.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- 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, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Georgia Code, the Appraisal Procedures Manual, Uniform Standards of Professional Appraisal Practice, Georgia Department of Revenue rules and regulations, and county and department 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 regulations and the need for accuracy contribute to the complexity of the position.

- The purpose of this position is to perform real property appraisals. Success in this position results in the development of a fair and accurate county tax digest.

#### **CONTACTS**

- Contacts are typically with other county employees, property owners, bank personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to defend or settle matters, or to resolve problems.

#### **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.
- 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.