

LEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: APPRAISER, GENERAL PROPERTY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to uniformly and equally arrive at the fair market value of personal properties for tax purposes and to assist taxpayers in the office and the field. Employees in this classification perform mostly routine to intermediate work relating to the appraisal of personal property and registration of mobile homes; employees may assist in or perform the appraisal of relatively simple residential property as part of training and development.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Answers questions and solves problems of taxpayers, other counties, other employees and other departments; assists other counties with information requests and procedures; assists taxpayers who have received delinquent notices from the Tax Commissioner's Office by researching accounts and adjusting property values if necessary; assists taxpayers with information about property values, appraisal methodology, exemptions, conservation use program, and related issues; meets with construction builders to discuss grades of houses constructed; and meets with taxpayer or representative to negotiate settlements for property tax appeals;

Interprets architectural plans and specifications; draws house plans; and enters and classes plans in the computer.

Assists in the appraisal of land and other real property.

Assists taxpayers by explaining Homestead Exemptions and taxing procedures.

Compares values and checks low and high sales.

Researches deeds and splits.

Tracks building permits; and maintains timber records.

Assists in training new appraisers; may act as lead to subordinate staff in the Tax Assessor's office.

Attends meetings, training sessions, and continuing education courses.

Performs general clerical work, such as copying, filing, answering the telephone, and assisting taxpayers at front desk.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by coursework in personal property appraising; supplemented by one (1) years previous experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid certifications of completion of Georgia Revenue Department Certification Program courses for Appraiser I and IA. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, walking, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, machinery, or traffic hazards.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.