

**WILKES COUNTY BOARD OF ASSESSORS
JOB DESCRIPTION FOR
PROPERTY APPRAISER I**

TITLE: PROPERTY APPRASER I

Working Job Title: Appraiser I

Reports to: Senior Appraiser and Chief Appraiser

Minimum Qualifications: (1) Be 21 years of age or older. (2) Be in good physical and mental health. (3) Have a High School Diploma or GED; supplemented by Trade School or equivalent level of education. (4) Training in property appraisal; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities may be substituted for this position. (5) Must possess and maintain a valid Georgia Class C driver's license.

Minimum Requirements: (1) This employee must successfully complete the appraiser I exam with a score of 80 or above within 6 months of hire date and must pass the Appraiser II exam established by the Georgia Department of Revenue within 1 year of hire date. (2) Have training in the Mass Appraisal field. (3) Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities *may* be substituted. (3) Must complete forty hours (or more) of prescribed continuing education every two years as required by the Wilkes County Board Of Assessors.

Must demonstrate the ability

Experience: 1-3 years in a similar position or sufficient experience to perform principle duties and responsibilities, usually associated with completion of apprenticeship/ internship.

SUMMARY OF THE ESSENTIAL FUNCTIONS OF THIS POSITION:

Property Appraiser I The Appraiser I will perform the functions associated with the appraisal of real property, personal property and mapping. They will perform appraisals of rural and urban land, residential and commercial improvements and personal property establishing values for assessment and ad valorem tax purposes. They will perform all functions of mapping. They will learn to be proficient with the States WinGAP Appraisal System; learn to apply various pricing valuation methods; correlate reported values with fair market values; research discrepancies in values; perform site inspections; add information to tax digest; prepare appeals, including field work. Enter deed transfers; ownership and address changes; and property identification, enters changes into the WinGAP system. Must learn and adhere to Georgia Laws, DOR Regs, DOR Appraiser Procedures, Manual Wilkes County Personnel Policies and BOA Office Policies and Procedures. Reports to Senior Appraiser, Chief Appraiser or other designated staff member. Other duties and responsibilities may be assigned, changed, altered or deleted at any time.

THIS POSITION MUST DEMONSTRATE THE FOLLOWING BODY OF KNOWLEDGE WITHIN ONE YEAR OF EMPLOYEMENT: THE FOLLOWING DUTIES AND RESPONSIBILITIES ARE NORMAL FOR THIS POSITION. THESE DUTIES AND RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES AND RESPONSIBILITIES WILL BE ASSIGNED AS REQUIRED.

Knowledge, Skills, Duties and Responsibilities:

1. Locates and identifies real and personal property, referring to various maps, property indexes, directories and other documents.
 - A. Verifies ownership for proper classification of property.
 - B. Discovers taxable property not on the tax digest.
2. Conducts field reviews of rural, residential, commercial and personal property.
 - A. Measures property size and shape to determine square footage.
 - B. Collects and records data relative to number of rooms, type of construction, age, and other conditions effecting values.
 - C. Makes calculations and applies such data to appraisals of specific properties.
 - D. Provide information requested for the state ratio studies completed by the state auditor.
3. Reviews various records and documentation in association with determining appraised values.
 - A. Researches public records of sales, leases, assessments and other transactions to verify sales data.
4. Interprets and maintains statistical data to identify and apply schedule changes for the Equalization, Uniformity and Fair Market Value of comparative properties.
 - A. Determines uniformity within classes and between classes of property.
 - B. Provides information to the Chief Appraiser and others.
 - C. Provides information for the state ratio studies reported to the state auditor.
5. Maintains Fair Market Value at a ratio of 38 to 44 as required by state law.
 - A. Identifies, collects and applies all factors impacting value of improvements and takes such factors into consideration in determining appraised values. Ex. remodeling, new features, changes in classification, schedule changes, etc.
 - B. Identifies, collects and applies all factors impacting value of land. Ex. Location, neighborhood codes, terrain, etc.
 - C. Identifies, collects and applies all factors impacting value of personal property. Ex. model, age, condition, etc.
 - D. Makes applicable calculations.
 - E. Analyzes trends.
 - F. Prepares or generates reports.
 - G. Maintains records.
6. Defends appraised values to taxpayers, Board of Assessors, and Board of Equalization.
7. Provides assistance and information to taxpayers, attorneys, surveyors, realtors, or other individuals regarding appraisal data, appraised values, and ownership records.
8. Reads and interprets maps, diagrams and blueprints.
9. Communicates tactfully and effectively with supervisor, fellow employees, other departments and officials, Board of Assessors, Board of Equalization, appraisers, surveyors, title searchers, attorneys, accountants, taxpayers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

10. Keeps abreast of all administrative departmental operations, Policies and Procedures.
 - A. Assists in preparing/processing bulk mailings of tax reporting forms and notices.
 - B. Prepares or completes various forms, reports, correspondence, appraisals, personal property reports, assessment notices, statistical analyses, or other documents.
 - C. Receives various forms, reports, correspondence, returns, personal property reporting forms, financing statements, asset listings, balance sheets, appeal letters, permits, deeds, photographs, pricing guides, property listings, tax digests, tax maps, plats, manuals, code books, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
 - D. Operates a computer and the WinGAP software to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.
 - E. Maintains file system of departmental records.
 - F. Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.
 - G. Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.
11. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
12. Able to interpret maps, deeds transferred property and homestead exemptions to verify ownership and exemptions.
13. Maintains an up to date knowledge of all the changes in Georgia Laws, DOR Regs, and BOA Policies and Procedures.
14. Read and understand technical information.
15. Must possess and maintain valid Appraiser I certification (or higher level).
16. Performs all other duties required and assigned.

Performance Aptitudes:

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

3. Human Interaction:
 - A. Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
 - B. Requires the ability to interact with others in a courteous manner.
 - C. Possess good written and verbal communication skills.
 - D. Possess good public relation skills with the public, fellow employees and other departments.
4. Mathematical Aptitude Requirements:
 - A. The ability to perform addition, subtraction, multiplication and division.
 - B. The ability to calculate decimals, fractions and percentages.
 - C. The ability to compute discount, interest, profit and loss, ratio and proportion.
 - D. The ability to calculate surface areas, volumes, weights, and measures.
5. Functional Reasoning:
 - A. Requires the ability to apply principles of rational systems.
 - B. Correctly interpret instructions furnished in written, oral, diagrammatic, or schedule form.
 - C. To exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
 - D. The ability to learn which valuation approach to use and how to apply each.
 - E. The ability to correctly classify property.
6. Situational Reasoning:
 - A. Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
 - B. The ability to work independently.
7. The ability to prepare and courteously but strongly defend property evaluations under appeal.
8. This employee must successfully complete the appraiser I exam established for this level within 6 months of hire date and must successfully complete the Appraiser II exam within 1 year of hire date.
9. Performs all other duties required and assigned.

ADDITIONAL FUNCTIONS:

1. Operates a motor vehicle to conduct work activities.
2. Receives opens and distributes incoming mail; prepares outgoing mail.
3. Copies and distributes forms, reports, correspondence, and other related materials.
4. Initiates/receives facsimile transmission of documents.
5. Provides assistance to other employees or departments as needed.
6. Serves as a resource for subordinate personnel.
7. Assists with reviewing taxpayer appeals and making recommendations for change.
8. Successfully complete the appraiser exam established for this level.

9. Assists in providing information to educate the taxpaying public.
10. The ability to learn the concept of "Fair Market Value" taking into account all its possibilities.
11. Ability to correctly identify real property and distinguish it from personal property. Determine its taxability, and classify it.
12. Proficient in the use of Computers, calculators and other office equipment.
13. This employee must successfully complete the appraiser I exam established for this level within 6 months of hire date and must successfully complete the Appraiser II exam within 1 year of hire date.
14. Performs all other duties as required and assigned.

ADA COMPLIANCE:

1. Physical Ability:
 - A. Tasks require the ability to exert light to medium physical effort.
 - B. May involve some lifting, carrying, pushing and/or pulling of objects and materials.
 - C. Tasks may involve extended periods of time at a keyboard or work station.
2. Sensory Requirements:
 - A. Some tasks require the ability to perceive and discriminate depth and visual cues or signals.
 - B. Tasks require the ability to effectively communicate orally.
3. Environmental Factors:
 - A. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature extremes, traffic hazards, or violence.

Wilkes 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.