



## **Real Property Appraiser Tax Assessor Job Description**

### JOB SUMMARY

This position is responsible for appraising real property to assist with the development and documentation of the county tax digest.

### MAJOR DUTIES

- Assists the general public in locating properties using aerial maps; gives deed book and plat book references if available.
- Assists with the on-site inspections and determining property values based on recorded information.
- Assists in the annual revaluations in the appraisal of residential real property, such as addition/deletions to existing improvements, current conditions of improvements and land parcels.
- Assists in the annual assessment and appeals process.
- Performs other job functions essential to the Tax Assessor's Office as needed.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of state laws pertaining to property taxation.
- Knowledge of techniques used in determining fair market value.
- Knowledge of the geography and location of properties in the county.
- Skill in performing basic mathematical calculations.
- Skill in operating standard office equipment (i.e. calculator, computer, copier, and fax machine).
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Chief Appraiser (appointed by the Board of Assessors) assigns work based on the needs of the Tax Assessor's Office. Completed work may be checked for accuracy, compliance with procedures, and the nature of propriety of the final results.

### GUIDELINES

Guidelines include the Official Code of Georgia Annotated. State Department of Revenue rules and regulations, appraisal principles, property valuation guides, county ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the operation of the Tax Assessor's Office of Evans County. The amount of parcels of land, taxpayers, and state and local laws/rules contributes to the complexity of the work.

### CONTACTS

- Contacts are typically with co-workers, elected officials, other county employees, members of the Board of Tax Assessors and Board of Equalizations, state Department of Revenue representatives, civic representatives, fee appraisers, and the general public.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting, with intermittent standing or stooping. The employee must occasionally lift light to moderately heavy objects, use tools or equipment requiring a high degree of dexterity.
- The work is typically performed inside an office setting.
- On-site property visits with the Chief Appraiser may be required.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

### MINIMUM QUALIFICATIONS

Trainee:

- High School Diploma or Equivalent
- Ability to communicate clearly both orally and in writing
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Ability to deal courteously with the public
- Valid Georgia Driver's License

Appraiser I:

- All the above and,
- Current Appraiser I Certification from Georgia Department of Revenue

EMERGENCY EVENT CATEGORY

Non-Essential

GRADE

1 – Trainee

3 – Appraiser I Certification

This job description is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job related responsibilities and tasks other than those stated in this description.

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Print Name

Signature

Date

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Signature

Date