



Lead Residential Property Appraiser Tax Assessor

TA/4 - 243

JOB SUMMARY

This position supervises and participates in the appraisal of residential property.

MAJOR DUTIES

1. Directs and assists in the training of employees; plans, assigns, and verifies the work of employees.
2. Compiles annual real property digest.
3. Directs and participates in building and maintaining residential land and building cost tables.
4. Directs the receipt and review of building permits referencing the real property parcel number.
5. Directs and conducts field reviews of real property to include notification and consultation with property owner for the collection of data to be used in the appraisal or real property.
6. Directs and is responsible for taking and uploading real property pictures, entering all appraisal data and sketches.
7. Reviews field drawings, building permits, and property record cards completed by Residential Appraisers.
8. Directs the mailing, tracking, and closure of appeals.
9. Directs and collects data for real property appeals; analyzes sales ratios, identifies comparable properties, and prepares change or no-change letters for the appeal process.
10. Directs, prepares, and defends the county's position on appeals.
11. Keeps abreast of appraisal procedures, market trends, construction costs, and applicable laws, ordinances, and legislation changes.
12. Directs and assists the public in person and by telephone; responds to questions, concerns, and complaints.
13. Participates in the Disaster Assessment Team to identify storm damaged structures and assess damage costs.
14. Maintains appropriate certification by attending assessment related training.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of framing, plumbing, and electrical construction practices.
2. Knowledge of department terminology, procedures, and equipment.
3. Knowledge of appraisal practices and techniques.
4. Knowledge of the appeals process.
5. Knowledge of market, cost, and income valuation techniques.
6. Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
7. Skill in measuring and drawing new construction and additions to existing construction.
8. Skill in taking, editing, printing, and uploading digital photographs.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Appraiser assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Fayette County Appraisers Guidelines and the Official Code of Georgia. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical appraisal duties. Changes in residential construction designs contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the appraisal of residential property. Success in this position contributes to the accurate appraisal of residential property.

CONTACTS

- Contacts are typically with members of the general public, other county employees, department heads, real estate agents, bank personnel, and representatives from other organizations.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

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 and heavy objects.
- 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 and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and occasionally cold or inclement weather. Work requires the use of protective devices and safety equipment as mandated in the Fayette County Safety and Procedures Manual.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Real Property Appraiser III (1), Real Property Appraiser II (1), Real Property Appraiser I (1), and Appraiser Aide (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain Appraiser III certification issued by the State of Georgia Department of Revenue.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.
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DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

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 licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue.