



## Real Property Appraiser I Tax Assessor

TA/11

### JOB SUMMARY

This position participates in the appraisal of residential property.

### MAJOR DUTIES

1. Participates in the compilation of the annual real property digest.
2. Obtains and reviews building permits referencing the real property parcel number.
3. 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.
4. Takes and uploads real property pictures, entering all appraisal data and sketches.
5. Collects data for real property appeals; analyzes sales ratios, identifies comparable properties, and prepares change or no-change letters for the appeal process.
6. Keeps abreast of appraisal procedures, market trends, construction costs, and applicable laws, ordinances, and legislation changes.
7. Participates in preparing and defending the county's position on appeals.
8. Assists the public in person and by telephone; responds to questions, concerns, and complaints.
9. Participates in the Disaster Assessment Team to identify storm damaged structures and assess damage costs.
10. Maintains appropriate certification by attending assessment related training.
11. 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. Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
4. Skill in measuring and drawing new construction and additions to existing construction.
5. Skill in taking, editing, printing, and uploading digital photographs.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Lead Residential Property 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 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 related technical appraisal duties. Changes in residential construction designs contribute to the complexity of the position.
- The purpose of this position is to 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, and provide services.

## 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 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

None.

## 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 I 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.

## 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 I as mandated by the Georgia Department of Revenue.