

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CHIEF APPRAISER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee appraisal of real property in Banks County for purpose of ad valorem taxation.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Tax Commissioner and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with those of other departments, outside agencies, or others as needed.

Develops and submits budget for department; implements approved budget; monitors expenditures to ensure budgetary compliance approved budget; reviews and approves invoices and timesheets.

Plans and conducts periodic county-wide revaluations of all property; carries out all phases of mass appraisal and revaluation work within the county.

Maintains property tax maps identifying property boundaries; reviews surveys to determine property boundaries and acreage; draws property lines on tax map.

Utilizes computer-aided design(CAD) digital mapping software to maintain current tax maps; maintains current data in GIS mapping system; uses drafting instruments to create manual drawings.

Develops pricing and valuation schedules for valuation of all land, improvements, and personal property in the county; compiles sales ratio studies.

Prepares and maintains the county's tax digest; prepares digest consolidation sheets, exempt property digest, mobile home digest, and related documentation associated with digest approval; submits copies of tax digest to Tax Commissioner and Department of Revenue.

Conducts field inspections of residential property, commercial property, industrial property, rural property, new construction, new mobile homes, or other property; locates and identifies real property, referring to various maps, property indexes, directories and other documents; collects data/information relating to property/improvements or changes since the previous year; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, and other conditions effecting values; makes calculations and applies such data to appraisals of specific buildings.

Reviews various records and documentation in association with determining appraised values; collects/applies data relative to land/property valuations, such as zoning, selling/asking prices, ownership, income, or building costs; reviews deeds and plats to determine ownership; researches public records of sales, leases, assessments and other transactions to verify sales data; identifies other factors impacting value of existing properties, such as remodeling, new features, or changes in classification; maintains equalization of comparative properties.

Calculates and assigns assessment values to property.

Prepares and mails annual assessment notices to inform property owners of property values or of changes in property values.

Reviews and defends value estimates and valuation methods with property owners; prepares and presents evidence to defend valuations at Board of Equalization hearings; defends appraisal in Superior Court as needed.

Provides information and assistance to property owners, taxpayers, builders, surveyors, realtors, or other individuals regarding appraisal data, appraised values, property lines, ownership records, procedures, or related issues; responds to complaints related to department activities; provides information, researches problems, and initiates problem resolution.

Attends various meetings, serves on committees, and makes speeches or presentations as needed; serves as member of Board of Assessors; serves as secretary for Board of Equalization; schedules Board of Equalization hearings.

Reviews and inspects water conservation use applications.

Compiles various statistical data; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports; maintains records.

Prepares or completes various forms, reports, correspondence, property record cards, assessment notices, sales ratio studies, appraisal reports, tax digest, digest consolidation sheets, exempt property digest, mobile home digest, property tax maps, school and conservation use listings, pending appeals lists, name/address listings, map/parcel listings, change of assessment lists, budget documents, performance evaluations, or other documents.

Receives various forms, reports, correspondence, budget reports, invoices, time sheets, deeds, surveys, real estate transfer tax declarations, Department of Revenue ratio studies, private appraisals, tax returns, preferential assessment applications, blueprints, zoning maps, soil survey maps, pricing guides, charts, policies, procedures, rules, regulations, law books, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, computer-aided design (CAD), or other software programs.

Communicates with county officials, employees, other departments, Department of Revenue, Department of Audits, taxpayers, fee appraisers, attorneys, surveyors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge 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; participates in continuing education activities.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct property inspections or other work activities.

Performs general/clerical tasks, which may include assisting customers, answering telephone calls, typing documents, making copies, reproducing maps and aerial photographs, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed; assists Tax Commissioner, Planning Office, and courthouse personnel with problems or questions.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in property appraisal and tax assessment; supplemented by six (6) years previous experience and/or training that includes real property appraisal, personal property appraisal, tax assessment, property valuation, mapping, personal computer operations, and supervision; 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 Appraiser III certification. Must possess and maintain valid Assessors certification (Course 1) and Assessment Fundamentals for Appraisers (Course 1A) certification. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, 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 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, humidity, rain, temperature extremes, traffic hazards, bright/dim light, violence, or animal bites/attacks.

Banks 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.