



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Senior Personal Property Appraiser Supervisor	Job Code: 001205
Reports to: Chief Appraiser	FLSA Status: Non-Exempt
Department: Tax Assessor	Pay Grade:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this position is the appraisal of businesses, boats, airplanes, and timber property using mass appraisal practices and techniques and the appraisal of personal property. The work consists of related technical appraisal duties. Changes in businesses, boats and airplanes knowledge contribute to the complexity of the position. Success in this position contributes to the accurate appraisal of all classes of property.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Compiles annual personal property digest by appraising new businesses/ boats/ airplanes/ & timber and all other personal items.
- Matches city and county permits with the correct property record cards.
- Participates in the auditing of new businesses, boats, airplanes and timber and all other personal items.
- Participates in the evaluation of all businesses/ boats/ airplanes/ & timber properties in the county, including conducting field inspections, obtaining information concerning accounts, entering data into a computer, and reviewing final values for uniformity and level of assessment.
- Participates in the auditing of new businesses/ boats/ airplanes/ & timber
- Participates in the recording and entering of data into each account in the CAMA system; takes photographs of assets.
- Conducts fieldwork in the review of all classes of personal property, such as additions/deletions to existing accounts, current conditions of assets.
- Participates in receiving and processing freeport exemptions and must maintain broad knowledge of property tax exemptions and eligibility requirements.
- Participates in the performance of annual revaluations.
- Participates in the annual assessment and appeals process.
- Participates in the receipt and processing of appeals.

Senior Appraiser



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- Compiles and completes analysis of audits for businesses/ boats/ airplanes/ & timber properties, and prepares change or no-change notices.
- Researches accounts to identify where assets are located or if they are still open.
- Participates in the appraisal of personal property extraction from real property sales.
- Trains new appraisers.
- Participates in preparing and representing the county's position on appeals at the BOE.
- Assists the public
- Assists others within the organization with audits, property transfers and new ownership of accounts.
- Maintains appropriate certification by attending assessment related training.
- Performs other related duties as assigned.

Supervision Received:

The Chief 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.

Supervision Exercised:

Personal property appraisers in accordance with the organization chart

Skills (Core Competencies):

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Must have the ability to make accurate appraisals of all property within the jurisdiction.

Senior Appraiser

Knowledge of:

- Applicable State and Local laws, policies, rules and regulations
- Market, cost and income valuation techniques
- Appeal Process
- Appraisal practices and techniques, including mass appraisal
- Materials, methods, and the tools involved in the audits of accounts dealing with CIP , historical cost, obsolescence of any kind; also accounting procedures and practices for the depreciation of assets.
- Modern office procedure, methods, and equipment, including computers and tablets
- Various types of computer software
- Exemptions and Specialized Properties
- Basic Accounting Principles



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- Valuation guides – manuals and on websites
- Principles and procedures of record keeping and reporting
- Interpretation of complex information and in conveying it to others in an accurate, complete and understandable manner.
- Researching, interpreting, and compiling complex data and other information into a useful product.
- Public and interpersonal relations.
- Oral and written communication practices.

Ability to:

- Apply correctly the three approaches to value in appraising properties.
- Complete knowledge of mass appraisal techniques and the ability to perform all phases of mass appraisal and revaluation work.
- Participate in office procedures and techniques related to the appraisal/assessment process and personal property functions.
- Operate, maneuver and/or control the actions of various computer hardware and software equipment, and/or materials used in performing essential functions.
- Interpretation of statutory requirements, regulations and procedures.
- Deal effectively with the general public and with other governmental agencies.
- Understand, interpret, explain, and enforce pertinent State and Local policies, laws, rules and regulations.
- Effectively present information and respond to questions from the general public.
- Utilize and analyze a wide variety of sales and other data and information.
- Prepare and present concise technical, administrative and financial reports.

Senior Appraiser

- Participate in the development of a definable goal or set of goals, objectives and procedures; define and interpret instructions furnished in written, oral, diagrammatic, or schedule form; exercise independent judgment to adopt or modify methods, standards and procedures to meet variations in assigned objectives.
- Exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Establish and maintain effective and cooperative working relationships with coworkers.

Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Be 21 years of age or older
- High school diploma or GED



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- 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 or GED.
- 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 has 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.
- Possession of or ability to meet necessary requirements of Appraiser III or IV as mandated by the Georgia Department of Revenue.

Education/Training:

- High school diploma or GED.
- Ability to meet necessary requirements of Appraiser III or IV as mandated by the Georgia Department of Revenue.

The following training guidelines; requires judgment, selection, and interpretation in application

- County policies and procedures
- The Appraisal Procedures Manual
- Georgia Department of Revenue Rules and Regulations
- The Official Code of Georgia, Annotated.

Experience:

Must have four year's Appraisal experience

License or Certification:

Senior Appraiser

Possession of a valid State of Georgia driver's license

Possess and maintain an Appraiser III or IV certification issued by the State of Georgia Department of Revenue

Physical Demands and Working Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, and grease, machinery with moving parts, and occasional cold or inclement weather. Standard office setting. Exposure to dust from paperwork. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure.



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Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.