

TITLE: Residential Lead Appraiser

TA/3

DEPARTMENT: Tax Assessors, Fayette County

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

MAJOR DUTIES:

- o Compiles annual real property digest by appraising new residential construction and additions.
- o Directs the matching of city and county permits with the correct property record cards.
- o Directs and participates in the measuring of new residential construction and additions; draws filed sketches.
- o Directs and participates in the recording of structure characteristics; takes photographs of structures.
- o Directs and participates in the performance of annual revaluations.
- o Directs and participates in the entering of field sketches into a computerized sketch program; prints computerized sketches.
- o Reviews all field drawings, building permits, and property record cards completed by Residential Appraisers.
- o Trains new appraisers.
- o Participates in the annual assessment and appeals process.
- o Directs and participates in the mailing of annual assessment notices.
- o Directs the receipt and processing of appeals.
- o Directs and participates in compiling and analyzing sales ratios, compiling comparibles, and prepare change or no-change letters.
- o Directs the mailing, tracking, and closure of appeals.
- o Directs and participates in preparing and representing the county's position on appeals at the BOE.
- o Directs and participates in assisting the public.

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- o Assists other within the organization with deed searches, property transfers, and sales data.
- o Directs and performs disaster assessments as required.
- o Maintains appropriate certification by attending assessment related training.
- o Assists the Chief Appraiser in scheduling training for residential appraisers.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of framing, plumbing, and electrical construction practices.
- o Knowledge of appraisal practices and techniques.
- o Knowledge of the appeals process.
- o Knowledge of market, cost, and income valuation techniques.
- o Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
- o Skill in taking, editing, printing, and uploading digital photographs.
- o Skill in public and interpersonal relations.
- o 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, the Official Code of Georgia, Marshall and Swift Appraisal Guidelines, the Georgia Open Records Act, Uniform Standards of Professional Appraisal Practices, and standards published by the International Association of Assessing Officers. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory and technical appraisal duties. Changes in residential construction designs contribute to the complexity of the position.

EXEMPT/HIPAA

**SCOPE AND EFFECT:** 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.

**PERSONAL 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.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

**PHYSICAL DEMANDS:** 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.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Real Property Appraiser (5) 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.

**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

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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

- o 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.
- o 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.
- o 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.
- o Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue.

EXEMPT/HIPAA