

TITLE: Appraisal Technician

TA/8-241

DEPARTMENT: Tax Assessors, Fayette County

JOB SUMMARY: This position performs technical duties in the processing of ownership changes for the Tax Digest and serves secretary to the Board of Adjustments.

MAJOR DUTIES:

- o Acquires deeds and matches with real estate declaration documents for properties recorded in the Clerks of Superior Court's Office; researches to determine type of sale and enters sale data; researches map parcel number for deeds and enters transfer of ownership data; researches eligibility for Homestead Exemptions.
- o Assists the public by telephone and in person; answers questions and provides information; takes messages; refers to appropriate personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and other modern office equipment.
- o Knowledge of the policies and procedures of the Board of Adjustment and the Board of Equalization.
- o Knowledge of deeds, tax maps, homestead exemption requirements, and the appraisal process.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.
- o Skill in the use of job related software programs.

SUPERVISORY CONTROLS: The Deputy 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.

GUIDELINES: Guidelines include the Georgia Code, Board of Assessors policies and procedures, Georgia Department of Revenue rules and regulations, and the Appraisal Procedure Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical and administrative duties. The need for consistency contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and technical support for the Boards of Equalization and Assessors. Success in this position contributes to the efficiency of Board operations.

**PERSONAL CONTACTS:** Contacts are typically with members of the general public, other county employees, attorneys, court officials, real estate appraisers, and elected and appointed officials.

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

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**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.

**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

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 Must be 21 year of age or older.