



## Commercial Property Appraiser III

TA/7 – 242

Tax Assessor

### JOB SUMMARY

This position participates in the appraisal of commercial and industrial property.

### MAJOR DUTIES

1. Compiles annual real property digest by appraising new commercial and industrial construction and additions.
2. Matches city and county permits with the correct property record cards.
3. Participates in the measuring of new commercial and industrial construction and additions; draws field sketches.
4. Participates in the recording of structure characteristics; takes photographs of structures.
5. Participates in annual revaluations.
6. Participates in the entering of field sketches into computer program; prints computerized sketches.
7. Participates in the annual assessment and appeals process.
8. Participates in the mailing of annual assessment notices.
9. Participates in compiling and analyzing sales ratios, compiling comparables, and income to prepare change or no-change letters.
10. Prepares and defends the county's position on appeals.
11. Keeps abreast of appraisal procedures, market trends, construction costs, and applicable laws, ordinances, and legislation changes.
12. Assists the public in person and by telephone; responds to questions, concerns, and complaints.
13. Assists others within the organization with deed searches, property transfers, and sales data.
14. Performs disaster assessments as required.
15. Maintains appropriate certification by attending assessment related training.
16. Prepares and maintains Tax Allocation Districts properties annually.
17. 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. Knowledge of appraisal practices and techniques.
4. Knowledge of the appeals process.
5. Knowledge of market, cost, and income valuation techniques.
6. Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
7. Skill in measuring and drawing new construction and additions to existing construction.
8. Skill in taking, editing, printing, and uploading digital photographs.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

### 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 Fayette County Appraisers Guidelines and the Official Code of Georgia. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied technical appraisal duties. Changes in commercial and industrial construction designs contribute to the complexity of the position.
- The purpose of this position is to participate in the appraisal of commercial and residential property. Success in this position contributes to the accurate appraisal of that 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, provide services, and motivate and influence persons.

### **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 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 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 III as mandated by the Georgia Department of Revenue.