



Front Office Appraiser Tax Assessor

TA/13 - 239

JOB SUMMARY

This position performs both technical and administrative duties in processing ownership transfers and providing assistance to the public.

MAJOR DUTIES

1. Acquires deeds and matches with real estate declaration documents for properties recorded by the Clerk of Superior Court; conducts research to determine the validity of sales and enters sales data; researches map parcel number for deeds and enters transfer of ownership data.
2. Alerts department heads of potential customer problems.
3. Acquires, verifies, and enters address changes.
4. Operates front office and assists the public by telephone and in person; answers questions and provides information; takes messages and refers to appropriate personnel.
5. Provides supports for all departments in the annual appeal process; responds to taxpayer questions.
6. Acquires and processes county and city permits on a monthly basis.
7. Participates in the mailing of assessment notices; researches returned assessment notices.
8. Assists other within the organization with deed searches, property transfers, and sales data.
9. Maintains appropriate certification by attending assessment related training.
10. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of department terminology, procedures, and equipment.
2. Knowledge of modern office practices, procedures, computers, and other office equipment.
3. Knowledge of deeds, tax maps, homestead exemptions, and probate procedures.
4. Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
5. Skill in measuring and drawing new construction and additions to existing construction.
6. Skill in public and interpersonal relations.
7. 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 are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. The need for strong customer service skills contributes to the complexity of the position.
- The purpose of this position is to provide technical and administrative support for ownership transfer and assists the public.

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, and provide services.

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.

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 I 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 I as mandated by the Georgia Department of Revenue.