



## Appraiser Aide Tax Assessor

TA/15 – 235P

### JOB SUMMARY

This position assists in the appraisal of residential property.

### MAJOR DUTIES

1. Assists in the compilation of the annual real property digest.
2. Obtains and reviews building permits referencing the real property parcel number.
3. Conducts filed reviews of real property to include notification and consultation with property owners for collection of data to be used in the appraisal of real property.
4. Takes and uploads real property pictures; enters all appraisal data and sketches obtained during field work into computer program.
5. Assembles field drawn sketches, building permits, and completed property record cards and pictures for review.
6. Assists the public with information regarding assessments; refers to appropriate personnel as necessary.
7. Serves on the Disaster Assessment Team to identify storm damaged structures and to assess the value of damage.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of framing, plumbing, and electrical construction practices.
2. Knowledge of department operations.
3. Skill in reading and interpreting aerial maps, blueprints, plats, building permits, property deeds, and surveys.
4. Skill in taking, editing, printing, and uploading digital photographs.
5. Skill in measuring and drawing new construction and additions to existing construction.
6. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Lead Residential Property Appraiser assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Appraisal Procedures Manual 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 duties in assisting in the appraisal of real property. Changes in residential construction designs contribute to the complexity of the position.
- The purpose of this position is to assist in the appraisal of residential property. Success in this position contributes to the accurate appraisal of residential property.

### CONTACTS

- Contacts are typically with members of the general public, other county employees, 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 occasional 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.

## **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**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 a valid Georgia drivers' license.