

## Appraiser-Tax Assessor

Grade:

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Reports to: Chief Appraiser

Department: Tax Assessor

Classification: Non-exempt

Date Approved:

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**Job Summary:** The purpose of this job is to make appraisals of real and/or personal property in Meriwether County and assist co-workers and the Chief Appraiser with assigned work.

### Essential Functions:

Be able to make field appraisals of the typical types of real and personal property.

Ability to research, analyze, and inspect property and gather all information necessary for appraisals such as size, zoning, use, location, construction quality, depreciation, and market data.

Demonstrate the ability to learn, under supervision, the methods and techniques involved in the appraisal of the more complex types of property.

Assists the Chief Appraiser with records, maps, budgets, and public relations activities as assigned.

### Additional Responsibilities:

Assists the public with questions on property valuation and related tax questions as needed.

Assist with public service programs for civic clubs, schools, and other public functions.

Performs other related duties and tasks as required and assigned.

### Knowledge, Skills, & Abilities Required for Job Performance:

Hold a high school diploma or GED and be at least 21 years of age.

Certification at an Appraiser II level and demonstrated knowledge of the Assessor's office functions desired.

Ability to learn and operate computer systems and software required to function in the Assessor's office, including Wingap and GIS.

Knowledge and the ability to use statistical calculations as required for the analyzation of data.

Must possess a valid driver's license.

Must be able to speak and write in the English language.

### **Working Conditions/Physical Demands:**

Work will include both office and field work using maps, computers, calculators, and other business machines. This position may require walking, standing, bending, stooping, pushing, seeing, hearing, repetitive motions, and lifting weights up to 50 lbs without accommodation. Most physical demands are compared to those needed for light to medium work assignments. A physical exam may be required annually.