



## Cobb County Government Appraisal Facilitator

<b>SALARY</b>	\$28.94 - \$37.63 Hourly \$60,202.31 - \$78,263.00 Annually	<b>LOCATION</b>	Marietta, GA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	02809
<b>DEPARTMENT</b>	Tax Assessors	<b>OPENING DATE</b>	10/16/2023
<b>CLOSING DATE</b>	11/16/2023 11:59 PM Eastern	<b>GRADE CODE</b>	112

### Essential Functions

Facilitates the property appraisal processes for the Tax Assessor's Office, in collaboration with the Personal Property and Residential Property appraisal teams.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Assists with more complex appraisals: ensures appraisals are at fair market value according to standards established by the Georgia Department of Revenue; and applies complex statistical analysis and advanced appraiser judgement.

Assists property owners, attorneys, tax representatives, governing authorities, and the general public with tax-related matters: and provides information and answers questions regarding appraisal methodology, appeals process, parcel ownership, parcel mapping, land characteristics, physical improvement data, and current or historical valuation.

Assists in responding to formal appeals related to property valuations: provides information and documentation; verifies records; conducts additional research and field reviews; attends meetings, conferences, hearings, and court as needed to testify regarding valuation processes and procedures.

Performs other related duties as assigned.

### Minimum Qualifications

Bachelor's Degree in Accounting, Finance, Public Administration, or related field required; supplemented by three years of experience in assessing and appraising property; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### Licenses and Certifications

Must possess and maintain a valid Driver's License.

Must possess and maintain an Appraiser IV certification, or equivalent state certification/license in the field of appraisal.

## Physical Abilities

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

## Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, and texture. Some tasks require the ability to communicate orally.

## Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, animal/wildlife attacks, or rude/irate customers.

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### Agency

Cobb County Government

### Address

100 Cherokee Street  
Suite #200  
Marietta, Georgia, 30090

### Website

<http://www.cobbcounty.org>

## Appraisal Facilitator Supplemental Questionnaire

### \*QUESTION 1

I understand that all answers to these supplemental questions must be verifiable in the 'Educational History' and 'Work History' sections of the application. Failure to provide sufficient information in these sections may result in my disqualification from the hiring process.

- Yes  
 No

### \*QUESTION 2

Are you a current Cobb County Government employee?

- Yes  
 No

### \*QUESTION 3

If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).

### \*QUESTION 4

Can you, after employment, submit proof of your legal right to work in the United States?

- Yes

No

**\*QUESTION 5**

I have read the Minimum Qualifications required for this position and understand I must demonstrate those qualifications on the application in order to be considered for this position. Furthermore, a failure to adequately demonstrate all qualifications may result in my removal from consideration. Lastly, I understand indicating "see resume" on the application and/or in a supplemental question response, may not be accepted in lieu of a completed application.

Yes

No

**\*QUESTION 6**

**Educational Background:** Mark the highest level of education you have completed. Please select one answer.

High School Diploma or GED

Some College

Associate Degree

Bachelor's Degree

Advanced Degree

None of the above

**\*QUESTION 7**

If you have a college degree, what was your major area of study? Enter N/A if this does not apply.

**\*QUESTION 8**

**Do you have a valid driver's license?**

Yes

No

**\*QUESTION 9**

**Do you possess an Appraiser IV certification or equivalent state certification/license?**

Yes

No

**\*QUESTION 10**

**How many years of experience do you have in assessing and appraising property?**

No experience

Less than three years of experience

Three to five years of experience

Five to seven years of experience

More than seven years of experience

**\*QUESTION 11**

**Please describe in detail your experience with assessing and appraising property. Enter "N/A" if not applicable. "See Resume" will not be accepted.**

**\*QUESTION 12**

**How many years of mass appraisal experience do you have?**

- No experience
- Less than three years of experience
- Three to five years of experience
- Five to seven years of experience
- More than seven year s of experience

**\*QUESTION 13**

**Please describe your experience in mass appraisal. Enter "N/A if not applicable. "See Resume" will not be accepted.**

**\*QUESTION 14**

**If you receive a conditional offer of employment, you will be required to satisfactorily complete the following elements: a criminal background check, a Motor Vehicle Report (MVR) check and a credit check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?**

- Yes
- No

\* Required Question