

**HALL COUNTY
CLASS SPECIFICATION**

JOB TITLE: PERSONAL PROPERTY AUDITOR

FLSA STATUS: NON-EXEMPT

CLASSIFICATION: CIVIL SERVICE

REPORTS TO: PERSONAL PROPERTY MANAGER

DEPARTMENT(S): TAX ASSESSORS-PERSONAL PROPERTY

JURISDICTION(S): HALL COUNTY

SALARY: \$50,307.32 - \$63,427.93

JOB SUMMARY:

Reviews and processes personal property business return to determine fair market value of inventory, machinery and equipment owned. Audits business records to insure compliance to local personal property rules and regulations.

MAJOR JOB RESPONSIBILITIES:

Researches incomplete returns obtaining additional information such as balance sheets and depreciation schedules from businesses and property owners to determine value of personal property liable for ad valorem taxation.

Reviews information from taxpayers' accounting books to evaluate accuracy of returns ensuring all applicable property tax has been properly reported.

Researches personal property tax returns to determine amount of back taxes due on unreported personal property; processes personal property valuations for property not included on the regular county tax digest.

Conducts field investigations to locate business accounts not in compliance with Hall County personal property regulations; commences process for assessing valuation of property.

Reviews personal property tax digest for errors and omissions to insure accuracy in annual tax digest.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree in Business Administration, Accounting or related field. Supplemented with the Georgia Department of Revenue Course III: Valuation of Personal Property.
No experience required.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

Valid Class I Driver's License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

Knowledge of bookkeeping and accounting principles and practices.

Knowledge of State and County tax laws and regulations governing taxable personal property.

Knowledge of methods and techniques related to personal property appraisal.

Ability to make mathematical computations and tabulations with speed and accuracy.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to follow oral and written instructions.

ADA Minimum Qualifications:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may include some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Duties require the ability to operate a personal computer.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.