

Real Property Appraiser I & GIS Mapper Tax Assessor

Position

Reporting to the Chief Appraiser, this position is responsible for assisting in the appraisal of real property in Bartow County

Salary: \$40,469 to \$47,411. DOE/DOQ

Posting: April 15, 2024, through April 26, 2024

Submit resume to Bartow County HR via email to cogginsm@bartowcountyga.gov or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

Job Summary

This position is responsible for assisting in the appraisal of real property in Bartow County.

Major Duties

- Maps land splits and new subdivisions
- Reads & translates deeds and makes appropriate name & mapping changes.
- Researches sales data for qualify sales transactions.
- Reviews details of property record cards.
- Meets with property owners to provide information about properties.
- Reviews real estate returns.
- Attends required training.
- Performs related duties.

Knowledge Required by the Position

- General knowledge of computers and office machines.
- Skill in oral and written communication.
- Skill in the preparation of clear and precise reports.
- Have an aptitude to learn the real property appraisal process.
- Have an aptitude to learn GIS mapping.

Supervisory Controls

- The Chief Appraiser assigns specific work and checks completed work for compliance with procedures, accuracy and the nature and propriety of the results.

Guidelines

Guidelines include the Georgia Code, the Appraisal Procedures Manual, Uniform Standards of Professional Appraisal Practice, Georgia Department of Revenue rules and regulations, and county and department policies and procedures. These guidelines are clear and specific but may require some interpretation in application.

Complexity/Scope of Work

- The work consists of related real property appraisal duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to assist in the appraisal of real property. Success in this position results in the development of a fair and accurate county tax digest.

Contacts

- Works with GIS (Geographic Information System) department
- Works with Clerks of Superior Court to receive PT-61 (transfer slips)
- Contacts are typically with other county employees, property owners, and members of the public.
- Contacts are typically to provide services and to give or exchange information.

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.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

Supervisory and Management Responsibility

None.

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.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Meet necessary requirements and obtain Appraiser I certification by the Georgia Department of Revenue within one year of hire.