



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**SENIOR PROPERTY APPRAISER**  
**DAWSON COUNTY TAX ASSESSORS**  
Full-Time/Hourly/Non-Exempt

**JOB SUMMARY**

This position is responsible for making independent field appraisals of residential, commercial, industrial and agricultural properties, using the most appropriate of the three approaches to value. Inspecting, analyzing, and researching properties, gathering and correctly applying all information necessary to determine appropriate values for tax assessment purposes.

**ESSENTIAL DUTIES**

- Examine new and existing commercial, industrial, or retail buildings, structures and facilities.
- Locating properties, utilizing maps and legal descriptions.
- Measuring structures, drawing buildings, identifying and listing building characteristics and features.
- Inspect the quality of materials and construction methods used and maintenance received
- Determine the fair market value of the property.
- Prepare reports on appraisals, research and valuations performed.
- Explain appraisals to taxpayers and defends appraisals before the County Board of Equalization.
- Retrieval and entry of permit information from both the city and county planning departments.
- Perform routine sales ratio studies and make recommendations or changes in value based on findings.
- Maintain the training requirements to hold a minimum of an Appraiser II certification from the Georgia Department of Revenue.
- Interpret deeds and PT 61 forms for valuation and ownership purposes.
- Provide information to taxpayers over the phone, in the office and in the field relating to the laws, regulations, methods and procedures used in appraising and tax assessment.
- The job requires extensive walking in diverse weather conditions.

This classification 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 other task than those stated in this specification.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**KNOWLEDGE OF:**

- Modern principles and practices used in property appraisal.
- Materials used in and the types and quality of building construction.
- State statutes and administrative rules applicable to property appraisal.
- Principles and practices used in the appraisal of agricultural and timber property.
- Board of Equalization procedures.

**SKILL IN:**

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in written communication.
- Performing arithmetic computations as needed.
- Excel, Word, Power Point and PDF.
- Gathering and evaluating data and preparing reports.

**ABILITY TO:**

- Read, understand, interpret and apply State statutes and administrative rules governing property appraisal.
- Interpret appraisal, aerial, soil and topographical maps.
- Read and understand building construction plans, specifications and blueprints.
- Gather, analyze and interpret appraisal data.
- Perform and evaluate appraisals in a uniform manner.
- Work independently.
- Read and understand legal descriptions.
- Communicate effectively, both orally and in writing.
- Interact with the public and others in a courteous and tactful manner, sometimes under stressful situations.
- Establish and maintain effective working relations with supervisors, co-workers, other County employees, taxpayers and the Assessors.
- Present data and evaluations in a comfortable and informative manner.
- Attend work as scheduled and/or required.

**CONTACTS**

- Contacts are typically co-workers, elected officials, and the general public.
- Contacts are typically to exchange information and provide services

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to ensure the data kept by the Dawson County Tax Assessor's Office is current and correct.

**Physical Ability:** This position requires: standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, repetitive motions, climbing steps and walking extended distances (+ or – 1mile). The employee is frequently required to lift up to 20 pounds regularly and 30 pounds occasionally. Physical demand requirements are at levels of those for moderate work.

**Environmental Factors:** The work is typically performed in an office and outdoors. Essential functions are regularly performed with exposure to adverse environmental conditions including inclement weather. Contact with the public at home or office environments may risk exposure to conditions or events which cannot be fully anticipated or protected against, such as irrational/hostile behavior, contagious diseases, or contact with domestic animals.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Works under the general supervision of the Chief Appraiser who assigns and reviews work for conformance with established appraisal procedures, department policy and results achieved.
- Supervision is a responsibility of positions in this class.

## MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 21 years of age or older.
- Applicant must possess a valid Georgia driver's license and have no adverse driving record or felony conviction.
- Applicant must possess a minimum **Appraiser II certification from the Georgia Department of Revenue**. For those with Appraiser I, a period of eighteen (18) months from date of accepting position will be given to obtain Appraiser II certification from the Georgia Department of Revenue.
- Applicant must possess a high school diploma or GED equivalent plus a minimum of three (3) years of experience in Real Property field appraiser work with an Assessor Office or an equivalent combination of education and experience which provides the skills and abilities necessary to perform primary job duties.
- Applicant should have knowledge and understanding of standard property appraisal methods, techniques, tax assessment laws, policies and procedures for Georgia.
- Individual should be able to interact well with the public, provide good customer service, have an understanding of modern office equipment and display good computer skills.
- Applicant must be able to complete on-site field checks and perform other related duties as assigned.
- Applicant should have common skills in conducting basic mathematical equations and effective communication skills, both oral and written.
- Applicant must be able to work with the public and respond to request in a timely manner.

- Applicant must be able to pass a criminal background check and pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and I understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Revised on 1/25/2020