



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

APPRAISER I (FIELD APPRAISER I)

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

- Examines 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.
- Inspects the quality of materials and construction methods used and maintenance received
- Determines the fair market value of the property.
- Prepares reports on appraisals, research and valuations performed.
- Explains appraisals to taxpayers and defends appraisals before the County Board of Equalization.
- Provides 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.

KNOWLEDGE / SKILLS / ABILITY

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.

SKILL IN:

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in written communication.
- Performing arithmetic computations as needed.
- 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.
- 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 appraise properties to determine appropriate values for tax assessment purposes.

Physical Ability: The job requires extensive walking in diverse weather conditions. Principal duties of this class are often performed outside and may involve hazardous work environments in which the employee is subject to potential danger and require the following essential physical abilities: balancing, bending, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, lifting, pulling, pushing, reaching, stooping, talking, walking, seeing, sitting, standing, stooping, repetitive motions, climbing steps and walking extended distances (+ or – 1 mile). The employee is frequently required to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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, and may be exposed to noise and dirt. 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 not a responsibility of positions in this class.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 21 years of age or older.
- Applicant must possess a high school diploma or its equivalent.
- **Appraiser I certification from the Georgia Department of Revenue preferred.** Opportunity to reach required certification will be made available; certification must be obtained within 18 months from date of hire.
- 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 with the public, provide good customer service, have an understanding of basic office equipment and 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 good communication skills, both oral and written.
- Applicant must be able to work with the public and respond to requests in a timely manner.
- Applicant must possess a valid Georgia driver's license and maintain a satisfactory Motor Vehicle Record (MVR).
- 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 understand the requirements.

Signature: _____ Date: _____

Witness: _____

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