

HALL COUNTY ASSESSOR

PROPERTY APPRAISER I

NATURE OF WORK

Under the administrative direction of the County Assessor, does the valuation of all new construction and additions/deletions to existing property; with the County Assessor, reviews the properties that are protested to the Board of Equalization; operates a variety of office machines involving the use of typing skills; must be able to exercise independent judgment and make decisions; learns and interprets state mandated laws and regulations; work involves substantial public contact.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS

- Performs appraisal functions for taxation purposes.
- Maintains appraisal card values and photographs.
- Works with cadastral maps and soil surveys.
- Enters data into the computer for taxing purposes.
- Explains procedures and methods used in the valuation of taxpayer's property upon individual request.
- Estimates valuation of potential development.
- Assists in office procedures and operations which may require lifting 15 - 20 pounds.

NON-ESSENTIAL FUNCTIONS

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- Receives complaints and provides information.
- Greets the public and handles telephone traffic.
- Fills in when help is necessary in specified areas.
- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of appraisal techniques and mass appraisal practices.
- Knowledge of construction methods and techniques.
- Ability to operate a computer and common software applications.

- Ability to operate a calculator and perform mathematical calculations.
- Ability to type with accuracy and neatness.
- Ability to communicate effectively both orally and in writing.
- Ability to write numerals with accuracy and legibility.
- Ability to maintain a work schedule and meet deadlines.
- Ability to follow directions.
- Ability to maintain cooperative working relationships with other employees and the general public.
- Ability to handle high levels of stress associated with working with the public.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented with experience performing property appraisals or any combination of training and experience which provides the desirable knowledge, abilities, and skills.

Bilingual people are encouraged to apply! Willing to train the right person.

Work is Monday-Friday 8:30 am to 5:00 pm

12 paid holidays, 401K, insurance, vacation, and sick leave.

Please email your resume to: kristiw@hallcountyne.gov