



Effingham County Board of Commissioners

Posting ID: **2017-0005**
Post Date: **April 12, 2017**

Job Announcement

Real Property Appraiser Trainee

Full Time

\$11.93 per hour

The purpose of this classification is to appraise property, to locate new construction and mobile homes in the County, and to provide information for the purpose of compiling information for an equitable tax digest.

The candidate will perform a range of data entry which requires the application of some independent and general data processing and clerical knowledge. Interacts with attorneys and other industry professionals and provides effective customer service when assisting the public or both by phone or in person. Must be able to understand and follow oral and/or written policies, procedure and instructions, use logical and creative thought processes to develop solutions according to written procedures. Must be able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure to time sensitive deadlines. Must be able and willing to quickly learn and put to use the new skills and knowledge.

Minimum Qualifications:

High school diploma or GED; supplemented by 5 months previous experience and/or training involving clerical work and computer operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Applications will be accepted until all positions are filled. All resumes **must** be submitted with a completed County Application.

Effingham County is an Equal Opportunity Employer and does not discriminate because of political affiliation, race, color, national origin, sex, age, religious creed or physical disability. Pre-employment requirements are background checks on criminal history, driver's license history and drug screen. Resumes must be accompanied by a County Application.

Applications can be obtained at:

Effingham County Board of Commissioners
Human Resources Office
601 North Laurel Street
Springfield, Georgia 31329
www.effinghamcounty.org/Jobs.aspx

EFFINGHAM COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: REAL PROPERTY APPRAISER TRAINEE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to appraise property, to locate new construction and mobile homes in the County, and to provide information for the purpose of compiling information for an equitable tax digest.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Locates and reviews all existing structures and appraises property in accordance with state guidelines.

Assists the general public by answering questions and inquiries and promotes good relations between the Tax Assessor's Office and the general public.

Obtains copies of permanent utility service permits issued by the Effingham County Health Department and uses this information to assist in locating new construction and mobile homes that move into the County.

Measures all new construction, additions to old construction, and additions to mobile homes; draws diagrams to capture construction on field cards.

Verifies sale value on property against value records in Tax Assessor's Office.

Verifies land values and classification; verifies mobile home decals on private property and in mobile home parks; issues citations to mobile home owners that do not have current decals.

Performs research on all requests for reviews of property to verify deletions of buildings, wet lands, or factors that affect the value.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Differentiates types of construction in order to properly grade a house.

Reviews current parcels for additions and deletions.

Travels throughout the County assessing and verifying properties, parcels, and mobile homes; meets with taxpayers on-site to explain how property is assessed.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Assists in maintenance and cleanliness of departmental vehicles.
Represents the department at meetings as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 5 months previous experience and/or training involving clerical work and computer operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve 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 work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, temperature extremes, traffic hazards, or toxic agents.

Effingham County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.