

Fannin County Board of Assessors

400 West Main Street Suite 102 Blue Ridge Georgia 30513

Telephone (706) 632-5954

Employment Opportunity

The Fannin County Board of Assessors is accepting applications/resumes for the position of **Appraiser**.

Appraiser: The purpose of this job is to review and appraise residential and light commercial properties.

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Duties and responsibilities include, but are not limited to:

- Attends conferences, seminars, and continued education courses as required
- Locating and valuing parcels of property
- Reviews, measures, and updates existing, remodeled and renovated properties
- Gathering all information needed for appraisal of property
- Must work cooperatively with others
- May assist other office personnel and/or personal property appraisers
- Read tax maps and plats to determine size, shape, area, and land value of property and to
 - correct any errant data
- Assisting general public via email, phone, letter and in person
- Analyzing and maintaining a variety of data, selling prices, rental income, depreciation schedules, building, land, and equipment cost in order to make accurate and
 - equalized appraisals
- Receives and investigates complaints about property assessments
- Compiles value changes and submits recommendations for consideration to Chief Appraiser
- Preparing and supporting documentation to defend contested assessments in court proceedings or Board of Equalization hearings
- Completing deed transfers
- The proper use of a county vehicle while conducting field inspections or traveling to training
- Provide assistance to property owners as needed
- Performing additional tasks as assigned

Knowledge, Skills and Abilities

- Knowledge of the policies, procedures, and activities of the Tax Assessor's Office as they pertain
- To the performance of duties relating to the position of Appraiser I

- Knowledge of the terminology used within the office
- Knowledge of blueprints, zoning maps, property deeds, and procedures and methods as required in the performance of duties
- Knowledge of various computer software programs as necessary in the performance of job duties
- Ability to compile, organize, prepare, and maintain an assortment of records, reports and information in an effective manner and according to office and/or governmental regulations
- Ability to use and read a tape measure.
- Ability to communicate effectively with supervisors, and other staff members
- Ability to use independent judgment in routine and non-routine situations
- Ability to handle required mathematical calculations
- Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments
- Ability to plan, organize and/or prioritize daily assignments and work activities
- Ability to comprehend and apply regulations and procedures of the office
- Ability to perform appraisal math

Job Qualifications:

- High school diploma or GED
- Be at least 21 years of age
- Possess a valid driver's license and satisfactory Motor Vehicle Driving Record
- Knowledge of general office procedures
- Good oral and written communication skills
- Proficient in WinGAP CAMA System and Microsoft Office (Excel, Word and ETC)
- Must possess Appraiser I Certification or have the ability to obtain Appraiser I certification within six months to one year of date of hire.

Fannin County offers a benefits package including insurance, retirement, paid holidays, and paid leave is available with employment. Fannin County is an Equal Opportunity Employer and a Drug Free Workplace. A preemployment drug screen, background check and MVR are required.

Salary Range: \$31,200 - \$34,320 – Starting salary depends on experience and qualifications.

Application can be obtained in the Fannin County Tax Assessors office at 400 West Main Street- Suite 102- Blue Ridge Georgia 30513, requested by email at fancounty@tds.net or available online at www.fannincounty.com. Applications and Resumes can be returned to the same. The position will be advertised until filled.