



JOB OPENING

Troup County Government

(Revised Salary)

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| Position: Personal Property Appraiser | Department: Property Appraisal | Salary: \$17.00/Hr |
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Under general supervision this position is responsible for the identification and appraisal of personal property.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 1 to 2 years of experience in a related field preferred
- ⇒ Must have the ability to meet necessary requirements of Appraiser I as mandated by the Georgia Department of Revenue
- ⇒ Knowledge of personal property appraisal principles and practices
- ⇒ Knowledge of the techniques and procedures used in the discovery and valuation of personal property
- ⇒ Knowledge of the tools used for measuring and valuating property
- ⇒ Knowledge of appeals processes and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in maintaining accurate records
- ⇒ Skill in collecting and recording data
- ⇒ Skill in researching and identifying personal property
- ⇒ Skill in reading maps
- ⇒ Skill in collecting and recording data
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Reviews and reconciles property tax returns and other financial documents to the current digest records; examines data to determine exemptions
- ⇒ Participates in the discovery, research, and recording of new business and personal property utilizing discovery tools such as business permits and license reports, Department of Natural Resources Marine Vessel Reports, state sales tax listings, etc
- ⇒ Analyzes and verifies collected data; updates existing property owners' records
- ⇒ Remains up to date on appraisal laws, rules, regulations, techniques, and trends
- ⇒ Utilizes valuation guides to assess aircraft, marine craft, and heavy duty equipment
- ⇒ Meets with property owners to discuss valuation and appraisals
- ⇒ Conducts field appraisals to review new property and update and validate existing property
- ⇒ Participates in Board of Assessors and Board of Equalization appeals hearings
- ⇒ Assists property owners with the completion of annual reporting forms
- ⇒ Maintains taxpayer records, provides assistance to the public, composes a variety of correspondence
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 12142021 Personal Property Appraiser

Grade 12

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace