



# JOB OPENING

## Troup County Government

(Revised Salary)

<b>Position:</b> Real Property Appraiser	<b>Department:</b> Property Appraisal	<b>Salary:</b> \$17.00/Hr
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Under general supervision and instruction this position is responsible for the appraisal of real 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 the procedures and techniques used to determine fair market value of real property
- ⇒ Knowledge of the tools used for measuring and valuating property
- ⇒ Knowledge of trends in the real estate market
- ⇒ Knowledge of relevant federal and state laws, county ordinances and department policies and procedures
- ⇒ Knowledge of general building and construction practices
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in maintaining accurate records
- ⇒ Skill in collecting and recording data
- ⇒ Skill in reading and interpreting maps, deeds and costing manuals
- ⇒ Skill in using measurement tools and equipment
- ⇒ Skill in problem solving, prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Locates, measures and describes new construction by conducting on-site reviews; measures structures to determine square footage; observes quality of materials; checks for permits
- ⇒ Conducts on-site inspections of existing real estate for any unreturned properties, including mobile homes; notes materials used, quality of labor, amenities, road conditions, utilities and other improvements
- ⇒ Assists taxpayers and other interested parties by explaining property valuation, describing potential exemptions, explaining tax assessment rules and regulations and defending or justifying assigned property values
- ⇒ Processes real property tax returns
- ⇒ Defends valuations at Board of Equalization hearings; explains assessment rules and regulations and uses ratio studies and property sales to validate and substantiate property values
- ⇒ Processes appeals by reviewing taxpayer statements and assertions of value; conducts desk or on-site reviews
- ⇒ Records mapping and address changes
- ⇒ Assists in compiling and analyzing sales ratio studies
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 09242021 Real 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**