PLEASE POST FOR ALL APPLICANTS TO READ

Macon Bibb County Government

POST DATES: 11/30/2016 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: RESIDENTIAL APPRAISER I/ADMINISTRATIVE ASSISTANT		
JOB CLASS (GRADE): 11		HOURLY RATE: $16.63
LOCATION: Tax Assessors		WORK HOURS: 8:00 AM – 5:00 PM
DEPT. HEAD: Andrea Crutchfield		WORK WEEK: Mon. – Fri.
	( ) REPLACEMENT	(X) NEW REQUIREMENT

SUMMARY:

The Residential Appraiser I/Administrative Assistant is a junior position requiring first-level certification, responsible for appraising residential property.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Reads maps and locates property.
2. Measures and sketches buildings.
3. Enters data into software system.
4. Talks with property owners about property value.
5. Makes field appraisals, with supervision, using the most appropriate of the three approaches to value.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Residential Appraiser I/Administrative Assistant must be knowledgeable of the following principles, procedures, and concepts:

- Ability to learn and perform the more routine technical work in the appraisal of residential property for assessment purposes.
- Assists in all forms of clerical and receptionist duties.

- Schedules travel arrangements and conference and/or training event registration for department employees.
- Composes letters, proposals, reports, notices, proclamations, and inter-office memorandums.
- Prepares purchase requisitions; maintains inventory of supplies; serves as liaison to the Purchasing Department for procurement.
- Serves as Secretary to the Board of Assessors.
- Liaison with the Board of Equalization.
- Ability to learn and perform assigned tasks, including reviewing maps and photography; locating property and gathering all information necessary to determine value; performing basic research on building costs and sales data; computing appraisal values for residential property.
- Knowledge of mass appraisal techniques.
- Ability to direct office procedures and techniques related to the appraisal/assessment process.
- Ability to deal effectively with the general public and with other governmental agencies.
- Knowledge and ability to interpret applicable federal and state laws and regulations.
- Knowledge of local government organization and administration.
- Ability to resolve problems in a timely, efficient and effective manner.
- Knowledge of and proficiency with the use of computers, including software programs (Word, Excel).
- Knowledge of methods and techniques of research, statistical analysis and report preparation.
- Ability to plan, coordinate and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Residential Appraiser I/Administrative Assistant must be at least 21 years of age, possess a high school diploma or GED; and be in good physical and mental health. Any equivalent combination of education and experience deemed sufficient.

NECESSARY SPECIAL REQUIREMENTS:

- Must have taken Courses I and Course IA, and a passing grade of 70 or better on the Appraiser I Exam to receive the designation of Appraiser I or achieve within twelve (12) months.
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Ability to meet necessary requirements of Appraiser I as mandated by the Georgia Department of Revenue, or the ability to attain the Appraiser I within one year of hire

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Residential Appraiser I/Administrative Assistant is required to travel extensively within Bibb County

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:
Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:
Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:
Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with supervisors, other employees, and the general public.

REASONING ABILITY:
Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance**.**

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is both an outdoor and an indoor office work area.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER