

Washington County, Georgia
Tax Assessor's Office
Personal Property Appraiser/Auditor

GENERAL NATURE OF WORK

The purpose of this position is to audit personal property accounts for accuracy and to discover previously unreported personal property, determine its taxability, and classify it for addition to the county ad valorem tax digest based on the appraisal procedures of the Georgia Appraisal Procedures Manual and Georgia Law. Work is performed under the supervision of the Chief Tax Appraiser.

Essential Job Functions:

Courteously attending to public questions and complaints.

Correctly identify personal property and distinguish it from real property.

Appraiser shall classify all personal property and be able to apply the proper valuation procedures.

Audit business returns and financial documents; perform random audits.

Mail and review all Freeport applications based upon the Georgia Department of Revenue regulations and Georgia Law.

Mail and review all personal property reporting forms based upon the Georgia Department of Revenue regulations and Georgia Law.

Maintain the records necessary to substantiate the information returned or reported by the property owner.

Prepare the personal property digest for presentation to the Board of Assessors.

Assist property owners with personal property returns.

Respond to taxpayer inquiries regarding specific assessments (real and personal).

Filing, typing, data entry (real and personal), answering phones, making copies.

Comprehensive knowledge of appraisal software and Microsoft office system.

Knowledge of the development permit process.

Work beyond normal office hours when necessary for training, conferences and peak work periods.

Additional Job Functions:

Perform additional job related duties as required by Supervisor.

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DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of accounting and auditing practices.
Ability to read and perform simple mathematical calculations.
Verbal and written communication skills.
Ability to communicate personal property value issues to the general public and individual property owners.
Knowledge of office practices and procedures.
Ability to understand and follow accurately written and oral instructions.

SUPERVISORY RESPONSIBILITY

None

FISCAL RESPONSIBILITY

Map and copy sales receipts.
Fees received from development permits.

WORKING CONDITIONS

Regular exposure to one or more unpleasant and/or hazardous conditions.
Sedentary physical demands – Exerts up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

TRAINING AND EXPERIENCE

Required: High School Diploma or GED.
Preferred: Associated or Bachelor's degree in Accounting and one (1) year or more of job-related experience.

NECESSARY SPECIAL REQUIREMENTS

Shall have thorough knowledge and understanding of the Georgia Property Tax Laws and Property Rules and Regulations.
Must be an Appraiser I, certified by the Georgia Department of Revenue, or the ability to attain required designation within 6 months.
Shall meet all requirements of changing state and local laws in regards to qualifications and duties of this position.
Must complete 40 hours training every two years to maintain Appraiser I certification with the Georgia Department of Revenue.
Must possess and maintain a valid Georgia driver's license.