

JOB TITLE: Appraisal Technician

TAX/13

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for providing administrative and technical support to the tax assessment program.

MAJOR DUTIES:

- o Enters real estate data into computer system; changes records to reflect new construction; prepares records of new parcels created in property splits and mergers; determines and enters soil types for use in determining present use applications; transfers values from appraisal files to billing files.
- o Prepares printouts or reports, forms, records, lists, and indexes as necessary; utilizes computerized data entry equipment and software to enter, store, verify and retrieve information as requested or otherwise necessary.
- o Researches and compiles work for the appraisers from completed building and mobile home permits.
- o Researches, compiles and assimilates data pertaining to land sales, transfers, and prices; assists in assimilating information to establish price and assessment estimates for newly constructed buildings, subdivisions or neighborhoods; applies schedule of values to prepare new property cards.
- o Assists taxpayers with inquiries about tax assessments; reviews property valuation data to determine possibility of errors; corrects property cards and notifies taxpayers of changes.
- o Assists interested persons in obtaining data concerning property location, ownership, assessed value of property and other tax information; prepares and provides copies of tax maps, property cards and listing data; bills, collects fees, and provides receipts.
- o Maintains records and associated forms concerning workflow and completion dates.
- o Assists Tax Administrator and co-workers with questions, scheduling of appeals, and notifying taxpayers of hearings.
- o Types correspondence, reports, forms, and statements; files and retrieves information.
- o Assists taxpayers, private appraisers, bank employees, and the general public with inquiries concerning tax assessments and appraisal values, and with the Pre-Permit Authorization process.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of state and local laws regarding property tax and appraisal and appeal methods.
- o Knowledge of department filing and record-keeping systems.
- o Knowledge of department policies and procedures.
- o Knowledge of the practices and procedures of appraisal work including general knowledge of land value and development costs.
- o Knowledge of the geography of the county.
- o Skill in performing basic mathematical calculations.
- o Skill in entering data rapidly and accurately.
- o Skill in researching deeds and plats.
- o Skill in reading and interpreting maps and deed information.
- o Skill in operating a computer, facsimile machine, calculator, and copier.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and local laws, department policies and procedures, and rules and regulations regarding appeals procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties in support the tax assessment progress.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and technical support in the valuation of real property for tax purposes.

PERSONAL CONTACTS: Contacts are typically with co-workers, taxpayers, appraisers, lawyers, surveyors, realtors, mortgage brokers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing or stooping. The employee occasionally lifts light objects and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.