



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ADMINISTRATIVE SPECIALIST

DAWSON COUNTY TAX ASSESSORS

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for providing administrative support and assistance to the Chief Appraiser and office personnel in the process of appraising of all types of properties for valuation purposes.

ESSENTIAL DUTIES

- Assists public on a daily basis with information requests including property owner information, property tax information, deed and plat references, property location, and description.
- Maintains property owner information and changes in CAMA system.
- Assists real and personal property appraisers with information requests from taxpayers.
- Assists with compiling information for the purpose of mailing real and personal property assessment notices.
- Responds to taxpayers' questions by explaining property valuations, describing potential exemptions, and explaining Department of Revenue regulations as they relate to property values.
- Assists other county personnel, taxpayers, surveyors, attorneys, appraisers, and real estate personnel by providing information regarding property ownership, addresses, descriptions, locations, and values.
- Researches deeds and plats to verify CAMA system information.
- Answers phones and provides information to general public.
- Assists with filing of all exemption applications from taxpayers.
- Assists with field work for both real and personal property as needed.
- Opportunity to obtain Appraiser I certification from the Georgia Department of Revenue.
- Performs other related duties and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Modern principles and practices used in property appraisal.
- Materials used in and the types and quality of building construction.
- State statutes and administrative rules applicable to property appraisal.
- Principles and practices used in the appraisal of property.

SKILL IN:

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in written communication.
- Performing arithmetic computations as needed.
- Excel, Word, Power Point and PDF.
- Gathering and evaluating data and preparing reports.

ABILITY TO:

- Read, understand, interpret and apply State statutes and administrative rules governing property appraisal.
- Interpret appraisal, aerial, soil and topographical maps.
- Gather, analyze and interpret appraisal data.
- Perform and evaluate appraisals in a uniform manner.
- Work independently.
- Read and understand legal descriptions.
- Communicate effectively, both orally and in writing.
- Interact with the public and others in a courteous and tactful manner, sometimes under stressful situations.
- Establish and maintain effective working relations with supervisors, co-workers, other County employees, taxpayers and the Assessors.
- Present data and evaluations in a comfortable and informative manner.
- Attend work as scheduled and/or required.

CONTACTS

- Contacts are typically co-workers, elected officials, and the general public.
- Contacts are typically to exchange information and provide services

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to ensure the data kept by the Dawson County Tax Assessor's Office is current and correct.

Physical Ability: This position requires: standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, repetitive motions, climbing steps and walking extended distances (+ or - 1 mile). The employee is frequently required to lift up to 20 pounds regularly and 30 pounds occasionally. Physical demand requirements are at levels of those for moderate work.

Environmental Factors: The majority of the work is performed in an office. Fast paced, requiring dexterity and flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Works under the general supervision of the Chief Appraiser who assigns and reviews work for conformance with established appraisal procedures, department policy and results achieved.
- Supervision is not a responsibility of positions in this class.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 21 years of age or older.
- Applicant must possess a high school diploma or its equivalent.
- Knowledge and understanding of standard property appraisal methods, techniques, tax assessment laws, policies and procedures for Georgia, preferred.
- Individual should be able to interact with the public, provide good customer service, have an understanding of basic office equipment and computer skills.
- Applicant should have common skills in conducting basic mathematical equations and good communication skills, both oral and written.
- Applicant must be able to work with the public and respond to request in a timely manner.
- Applicant must possess a valid Georgia driver’s license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a criminal background check and pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and I understand the requirements.

Signature: _____

Date: _____

Witness: _____