

Wilcox County Board of Commissioners

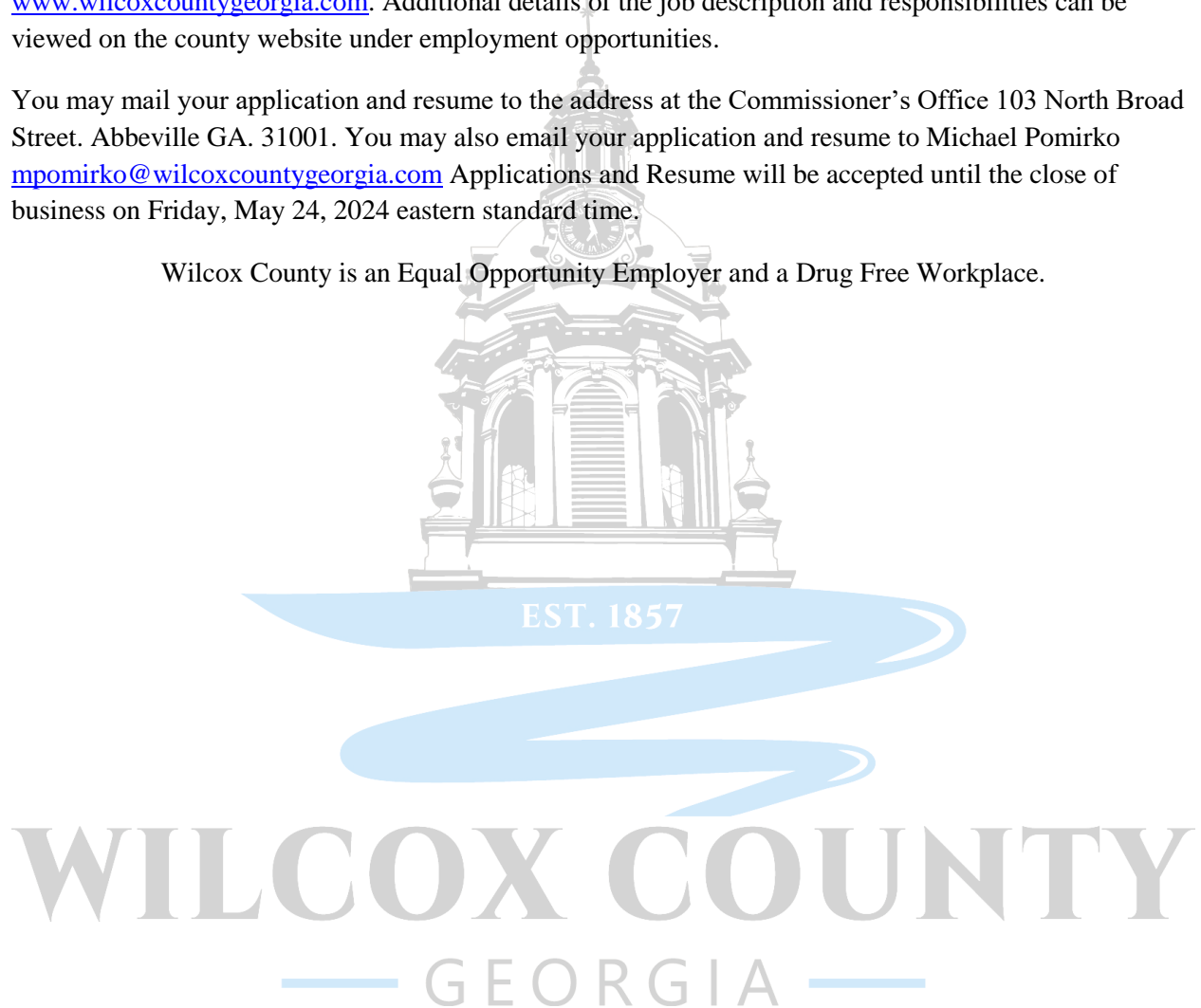
“Office Manager/Appraiser 1”

Wilcox County Board of Commissioners is seeking applications for the position “Office Manager/Appraiser 1”. Interested parties should mail their resume along with a completed job application which can be found on the county website under employment opportunities.

www.wilcoxcountygeorgia.com. Additional details of the job description and responsibilities can be viewed on the county website under employment opportunities.

You may mail your application and resume to the address at the Commissioner’s Office 103 North Broad Street, Abbeville GA. 31001. You may also email your application and resume to Michael Pomirko mpomirko@wilcoxcountygeorgia.com Applications and Resume will be accepted until the close of business on Friday, May 24, 2024 eastern standard time.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.



Board of County Commissioners

Wilcox County, Georgia

103 North Broad Street

Abbeville, Georgia 31001

(229)467-2737

Fax: (229)467-2000

(Office Manager/Appraiser 1)

Position: Office Manager/Appraiser 1

Opens: Monday, April 15, 2024

Closing Date: Friday, May 24, 2024 or Open until filled

Salary: \$12.00/hr to \$15.00/hr

Description: This is an entry level position within the Tax Assessors office.

GENERAL STATEMENT OF JOB: Clerical duties such as answering the phone, providing documentation, & unloading information into WinGAP. Performs field reviews and appraisals of real property, provides technical assistance to citizens with questions relating to appraisals and exemptions, and compiles data relative to land valuations and appraisals. Keeps abreast of local property trends and modern appraisal methods and techniques. Reports to the Chief Appraiser.

PHYSICAL REQUIREMENTS: Must be able to move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently.

ESSENTIAL JOB FUNCTIONS: EST. 1857

- Operates a variety of equipment, including: calculator, copy machine, telephone, digital camera, tape measure, surveyor's wheel, computer, automobile, etc.
- Works with corporate and individuals taxpayers, general public, attorneys, elected officials, law enforcement, and co-workers to provide accurate and accessible records.
- Prepares folders; maintain files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.
- Order office supplies as needed, receives, stores, and delivers documents, office supplies, records, etc.
- Answer department telephones; greets customer and visitors; provides assistance, requested documents and information regarding department services and procedures; refers callers to other staff members as appropriate; and takes messages.
- Provides public with assistance and information concerning property, including ownership, value, legal description, purchase price and date of purchase.
- Meets with property owners/taxpayers for informal hearings to discuss property assessments, conservation use, and exemptions.
- Performs field appraisals of real property, under direction and supervision of the Chief Appraiser.
- Interviews individuals familiar with real property, researches public records of sales and/or leases, and other transactions to determine fair market value of property in question.

- Records measurements of buildings, compiles data relative to the number of rooms, type of construction, age and other conditions affecting values; performs calculations and applies such data to appraisals of specific buildings; enters data into WinGAP (a computer assisted mass appraisal software) to assist in formulating fair market values. Collects property sales data for performing sales and neighborhood analysis.
- Receives and reviews building permits, construction plans and sales to determine fair market values; reads and interprets information on a variety of real property appraisals. Conducts sales reviews of property on an annual basis and parcel to parcel reviews throughout the year.
- Represent County Assessor's Office by preparing supporting documentation to defend contested assessments and make presentations before the Board of Equalization and Hearing Officer.
- Compiles data on land valuations and applies such data in appraising specific parcels of land. Reads tax maps in order to identify and locate properties in the county.
- Ensures that department policies and Georgia Department of Revenue rules and regulations are adhered to in the performance of all appraisals and ensures that all appeals are handled properly; present and defend property assessments before the Board of Equalization and Hearing Officer.
- Continue professional development by attending State Revenue Appraiser Certification programs. Attends courses as required for appraisers each year. Within a two year period try to obtain Appraiser 2 Certification.
- Assists in compiling appraisal data and cost tables for WinGAP system.
- Operates a county vehicle; performs parcel to parcel reviews of real property in the field; measures and photographs real property buildings and improvements.
- Retrieves information from WinGAP into Excel spreadsheet to create reports; creates basic formulas and formatting in Excel report

Education and Experience:

- High School diploma required, vocational/technical degree in accounting, office administration or related field preferred; two (2) years of experience in book keeping, customer service or general office management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Necessary Knowledge, Skills and Abilities:

- Operate typing, adding, calculating and computer. Perform bookkeeping work, including positing data or keeping other records concerning cost of goods or services.
- Communication, written ability to communicate in writing clearly and concisely.
- Organized possessing the trait of being organized or following a systematic method of performing a task.
- Accuracy ability to perform work accurately and thoroughly.
- Resolve discrepancies in accounting records.
- Answer mail or telephone inquiries regarding rates, routing, or procedures.
- Time management-ability to utilize the available time to organize and complete work within given deadline. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department.
- Develops methods and procedures to assure comparable appraisals values.

- Knowledge of the principles and practices of tax assessing. Knowledge of the theories and techniques of tax assessor delivery for a variety of populations. Knowledge of relevant laws, departmental and safety guidelines, and county policies and procedures.
- Ability to compile comprehensive reports. Ability to communicate effectively, orally and in writing, with employees, the media, community groups, other governmental agency representatives, County officials and the general public. Ability to supervise department employees and volunteers.
- Knowledge of federal, state, and local laws, and safety regulations pertaining to tax assessor office.

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 noise level in the work environment is frequently quiet to moderate.

SPECIAL REQUIREMENTS

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

Hiring Range: \$24,960.00 - \$31,200.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume must be emailed to mpomirko@wilcoxcountygeorgia.com. Position opens until filled.

The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

E-Verify: In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.