

JOB OPENING

Troup County Government

Position:	Personal Property Appraiser Supervisor	Department:	Property Appraisal	Salary:	\$53,476.80/Yr
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Under general supervision this position is responsible for supervising and participating in the identification and appraisal of all business, agricultural, marine, and aircraft personal property.

Qualifications/Knowledge:

- ⇒ Baccalaureate or Associates Degree in a course of study related to the occupational field preferred
- ⇒ Must have a strong Accounting background in cost computations and finance
- ⇒ Must obtain and maintain an Appraiser III certification
- ⇒ Minimum of 1 to 3 years of experience in a related field
- ⇒ Must have a current valid driver's license
- ⇒ Knowledge of Personal Property Appraisal principles and practices
- ⇒ Knowledge of the techniques and procedures used in the discovery and valuation of personal property
- ⇒ Knowledge of appeals processes and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Excellent time management skills are essential as they are needed for meeting short deadlines
- ⇒ Ability to understand and perform complex mathematical formulas and equations
- ⇒ Skill in the various methodologies of the Cost, Income, and Market Approach Valuation models
- ⇒ Skill in aircraft, communication, and energy equipment valuation techniques
- ⇒ Skill in researching and identifying personal property; skill in reading maps
- ⇒ Skill in collecting and recording data; skill in maintaining accurate records
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Locates, identifies, and values all personal property located in the County
- ⇒ Establishes goals for the division; evaluates results of programs and makes changes as needed to achieve desired results
- ⇒ Develops, monitors, and supervises the audit program to assure the correct goals of the program as being achieved
- ⇒ Must be able to organize and maintain the tracking of tax records
- ⇒ Contacts discovery source agents for new and current records for use in the location of tangible personal property
- ⇒ Reviews and reconciles property owners' returns and other documents; determines valuations
- ⇒ Interprets Industrial Authority Tax Abatement agreements and fee schedules; implements compliance procedures for the uniform annual reporting of project investments and job achievements; examines company internal audit reports, trial balances, and general ledger; extracts real and tangible assets from the annual and cumulative project investments for fees or payments in lieu of taxes
- ⇒ Maintains list of property owner with preliminary valuations; generates reporting forms and distributes to property owners
- ⇒ Provides personal property information to assist in the preparation of the Annual Tax Digest
- ⇒ Reviews and verifies taxpayers' support data for valuation protests; makes recommendations to the Board of Assessors; defends all protested valuations through the appeals process
- ⇒ Performs desk and book audits
- ⇒ Communicates with taxpayers in person and through official correspondence
- ⇒ Trains new staff in the appraisal process; provides direction and guidance for complex appraisals
- ⇒ Performs related duties as required

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 06202025 Personal Property Appraiser Supervisor

Grade 18

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace