

## Columbus Consolidated Government

# APPRAISAL TECHNICIAN - G115

<b>SALARY</b>	\$16.88 Hourly		
		<b>LOCATION</b>	GA 31906, GA
<b>JOB TYPE</b>	Full-Time Regular		
		<b>JOB NUMBER</b>	2025-00000171
<b>DEPARTMENT</b>	Boards and Commissions		
		<b>DIVISION</b>	Tax Assessor
<b>OPENING DATE</b>	04/18/2025		
		<b>CLOSING DATE</b>	Continuous

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### Major Duties and Responsibilities

This position is responsible for providing administrative and clerical support to the Tax Assessors Office.

- Be thoroughly familiar with the Appraisal Cycle and know specific calendar periods when various information is due and must be processed.
- Process newly recorded deeds into the IASWorld System. Contact attorneys, surveyors or other appropriate points of contact when questions arise with problem deeds.
- Verify deeds processed. Check with the Clerk of Superior Court for late deeds entered.
- Search Transfers for incomplete transactions and research why they are incomplete.
- Accept Property Tax Returns (PT-50R), check information and enter into the system.
- Route returns to the appropriate division.
- Check and process mail received including email and respond as necessary.
- Process requests for change of mailing address by telephone or mail.
- Process returned mail and prepare for posting on website.
- Print copies for taxpayers and collect any money due.
- Access Clerk of Superior Court and GIS website daily to check deeds and maps.

- Accept and verify new and renewal 100% Disabled Veterans letters.
- Verify and process applications for Homestead, Conservation Use Value Assessment, Forest Land Protection and other applications for non-taxability.
- Manually remove homesteads when needed or reinstate homesteads when proper documentation is provided.
- Review Requests for Non-Disclosure, confirm property ownership and obtain applicant identification. Verifies property ownership information.
- Writes and mails letters to taxpayers as needed.
- Answer phones and greet walk-in taxpayers to answer inquiries regarding fair market value procedures, appeal deadlines, Homestead, Conservation Use Assessment, Forest Land Protection and other requests for exemption.
- Assists in arranging appointments for the Board of Tax Assessors and the Board of Equalization.
- Assist taxpayers in understanding and calculating tax bills when referred by the Tax Commissioner's Office.
- Proofreads and corrects materials provided by Appraisers.
- Files tax record cards for Commercial and Residential Properties.
- Maintain files and store Property Tax Returns and returned mail.
- Any additional duties that are required to prepare the Digest.
- Performs other related duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of department policies and procedures.
- Knowledge of office administration practices and procedures, such as letter writing and the operation of standard office equipment.
- Knowledge of applicable state, federal, and local laws, rules, and regulations.
- Knowledge of auditing and accounting techniques and procedures.
- Skill in using computers and various software programs.
- Skill in interpersonal relations.
- Skill in reading tax maps.
- Skill in cross referencing and tracing old deeds.
- Skill in oral and written communication.
- Ability to read, write, and perform mathematical calculations

## **Minimum Educational and Training Requirements**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. 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. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

## **Physical Requirements**

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects. Additionally, the following physical abilities are required:

- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer room.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

**Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

**Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

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**Employer**

Columbus Consolidated Government

**Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

**Phone**

706-225-4059

**Website**<http://www.columbusga.gov/HR>**APPRAISAL TECHNICIAN - G115 Supplemental Questionnaire****\*QUESTION 1****Which best describes your level of education? (You will be asked to provide documentation)**

- ☐ No High School Diploma
- ☐ GED
- ☐ High School Diploma
- ☐ Technical College
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate's Degree

**\*QUESTION 2****Which of the following best describes your level of proficiency with Microsoft Excel?**

- ☐ None
- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced

**\*QUESTION 3****Which of the following best describes your level of proficiency with Microsoft Word?**

- ☐ None
- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced

**\*QUESTION 4****How many years of clerical experience do you have?**

- ☐ 0-1 year

- ☐ 1-2 years
- ☐ 2-3 years
- ☐ 3-4 years
- ☐ 4-5 years
- ☐ 5 or more years

**\*QUESTION 5**

**Please list and explain any administrative and/or clerical work experience you have.**

**\*QUESTION 6**

**Please list and explain any work experience you have in data entry.**

**\*QUESTION 7**

**Do you have any work experience with computer applications related to appraisals, specifically IAS World?**

**\* Required Question**