

Columbus Consolidated Government
Residential Property Manager G124

SALARY	\$2,016.37 Biweekly
	\$52,425.67 Annually
LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular
JOB NUMBER	2025-00000170
DEPARTMENT	Boards and Commissions
DIVISION	Tax Assessor
OPENING DATE	04/24/2025
CLOSING DATE	Continuous

Major Duties and Responsibilities

This position oversees appraisals of residential properties for the Columbus Consolidated Government.

- Works to meet the parameters for property values set by the Georgia Department of Revenue and to meet the statistical parameters for the Georgia Department of Audits' annual Ratio Study.
- Maintains familiarity with current related laws and requirements; tracks sales that occur within Muscogee County and elsewhere related to or within the Residential Division; identifies problem areas, properties, and categories.
- Submits Residential Division value recommendations, appraisals, ratio studies, and justifications to the Board of Tax Assessors in preparation for the Tax Digest.
- Plans the distribution of the Residential Division workload; identifies areas and categories for revaluation; maintains an ongoing 3-year review of all properties assigned to the Residential Division; supervises and reviews fieldwork and presentations prepared by staff.
- Instructs appraisers in the appraisal process.

- Manages taxpayer appeals; monitors and supports staff at each level of the appeal process; works toward solutions or explanations for the taxpayer.
- Creates and updates coding needed to use and adapt the current appraisal software systems (IasWorld) appraisal format, costs, and cost updates.
- Manages property divisions and combinations, including interpreting deeds, surveys, and plats; establishing value rates; and ensuring proper identification, map numbering, building locations, and final values.
- Manages property transfers to and from the Commercial Division in coordination with the Commercial Division Manager, and reviews zoning changes, transitional areas, and related properties.
- Assists the Chief & Deputy Chief Appraisers in Administrative tasks, including Digest Preparation, compiling information requested by the Council or Chamber of Commerce, and presenting explanations for revaluation.
- Makes on-site inspections of properties to verify information, measure new construction and additions, and gather data needed to formulate appraisals; makes judgments on the quality of workmanship and materials; performs complex appraisals; draws sketches using IasWorld.
- Troubleshoots problems with information such as parcels, titles, deeds, and map splits.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the methods of appraising real estate and the approaches to value.
- Knowledge of Georgia tax codes and laws relating to real estate appraisal and fair market value.
- Knowledge of statistics, mathematics, accounting, and construction principles.
- Knowledge of management and supervisory techniques.
- Knowledge of office administration practices and procedures and the operation of standard office equipment.
- Skill in using computers and various software programs to include Microsoft Office Suite and current CAMA software.
- Skill in training and interpersonal relations.
- Skill in oral and written communication.

Minimum Educational and Training Requirements

Bachelor's Degree in Public Administration, Business Administration, Finance or Accounting with additional training related to residential/commercial/personal property appraisal and assessment is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with one to three years of experience or service. Meet or have the ability to meet the necessary requirements for an Appraiser III as mandated by the Georgia Department of Revenue within 6 months. 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, standing, stooping, bending, or crouching. The employee must occasionally lift light objects and climb ladders.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crouching – bending body forward by bending leg, spine.
- 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.
- Kneeling – bending legs at knee to come to rest at knees.
- 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.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- 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 where the employee may be exposed to machinery with moving parts. The work may be performed outdoors and occasionally in cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

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.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>