

VACANT POSITION
DEPARTMENT: TAX ASSESSOR
OBTAIN APPLICATION: www.spaldingcounty.com/careers
SUBMIT APPLICATION and PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to: HUMAN RESOURCES OFFICE
CLOSING DATE: Until Filled

Job Title: Appraisal Field Assistant, 2805
Salary: Pay Grade 6, Hiring Rate \$36,753.60
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am-5:00 pm; M-F, overtime as needed

This position has been determined to be non-exempt from the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with a minimum of one to two years of practical clerical and office experience (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must obtain Appraiser I certification during probationary period. Must maintain a valid Georgia Driver's license..

GENERAL STATEMENT OF JOB: Under general supervision, this position is responsible for performing various clerical duties including answering the telephone, typing, filing and public interaction. Duties also include preparing various reports, assisting field appraisers with measuring and listing properties and assisting the general public. Reports to the Department and/or Division Head.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, including calculator, copy machine, scanner, computer, digital camera, etc. Must be able to use body members to work, 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. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

Answers Department telephone and directs callers to appropriate staff member; records and relays telephone messages accurately when necessary.

Strives to maintain an increased level of knowledge concerning Department functions, Georgia Department of Revenue rules and regulations, and the policies of the Board of Tax Assessors in order to provide citizens with the most accurate and up-to-date information as needed.

Assists appraisers in the field in measuring and listing of real property, under the direction and supervision of the Senior Appraiser and/or Assistant Chief Appraiser.

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 of each specific building into WINGAP.

Provides personal property appraiser with assistance in clerical duties including but not limited to filing and preparing business forms for mailing.

Provides public with assistance and information concerning property, including ownership, value, legal description, purchase price and date of purchase.

Completes Field Sheets for new construction projects.

Maintains various office files and records in an orderly fashion. Create and maintain records of appeals to Board of Equalization. Enters records of timber sales, address changes, real property returns and homestead exemptions in Wingap.

Receives and distributes Department mail to appropriate individuals daily.

Maintains City and County building permits for new construction, remodeling and demolition projects.

Collects appropriate fees from citizens for various maps and/or copies; and maintains accurate records of all monies collected.

Performs other related duties as required.

October 28, 2025

Job #2805b