



Chief Appraiser

Tax Assessor

TA/1

Grade 23/Exempt

JOB SUMMARY

This position is responsible for directing the day-to-day operations of the Tax Assessor's Office.

MAJOR DUTIES

- Supervises and directs staff; processes employee concerns and problems; oversees staff training and ensures the professional development and certification of staff.
- Manages the daily operation of the Assessor's Office; develops and implements schedules and procedures for the valuation of real and personal property; conducts and supervises appraisals; reviews applications and recommends exemptions; performs field inspections as needed; reviews appraisals of subordinate appraisers; consults with Board of Assessors to review department operations, resolve issues, receive direction, and provide recommendations.
- Prepares the annual County Tax Digest; reviews Tax Digest to ensure compliance with Department of Revenue requirements.
- Provides for the quality control and verification of all values established by the Assessor's Office; supervises sales ration studies; evaluates data to ensure proper classification; responds to and resolves assessment disputes.
- Attends Board of Equalization hearings; prepares for and provides expert testimony.
- Interprets and applies state and local laws pertaining to property taxation, assessment, appraisal procedures, and tax valuation.
- Prepares forms, correspondence, statistical analysis, appeals reports, market analysis reports, performance appraisals, and other documents.
- Maintains department files and records.
- Maintains current knowledge of applicable laws and regulations; maintains professional affiliations; attends continuing education.
- Responds to complaints and questions related to assessments or other department operations.
- Coordinates the training and certification of department staff.

- Attends Board of Assessor meetings and takes minutes; prepares agendas,
- Reviews and approves invoices; communicates with vendors to resolve problems.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of property appraisal.
- Knowledge of GAAO and IAAO standards.
- Knowledge of land development and building types.
- Knowledge of trends in the real estate market.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of budget management principles.
- Skill in supervising the work of personnel.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Board of Assessors assigns work in terms of department goals and objectives. The supervisors review work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, the Appraisal Resource Manual, Department of Revenue regulations, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and property assessment duties. Strict

guidelines and the need for accuracy contribute to the complexity of the position.

- The purpose of this position is to direct the assessment and listing of property. Successful performance helps ensure the fair and accurate valuation and taxation of property.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, attorneys, builders, property owners, realtors, business owners, appraisal professionals, and the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, provide services, motivate or influence persons, or to justify or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Chief Appraiser (1), Real Property Appraiser (1), Personal Property Appraiser (1), Manufactured Homes Appraiser (1), and Appraisal Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 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, usually interpreted to require three to five years of related experience.
- 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.
- Ability to meet necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue.