

Chief Appraiser-Tax Assessor

Grade:

Reports to: Board of Assessors Department: Tax Assessor Salary:

Classification: Exempt Date Approved: DOQ

Job Summary: The purpose of this job is to manage the daily operations and functions of the Tax Assessor's Office and to supervise assigned personnel as they conduct property appraisals for the purpose of compiling an equitable tax digest.

Essential Functions:

Supervises, evaluates, and provides training and guidance to staff, including directing work assignments, counseling and disciplining employees when necessary.
Directs the operation of the Tax Assessor's Office to achieve goals established by the Board of Tax Assessors.
Manages and directs the appraisal staff in order to ensure an equalized appraisal of all property.
Develops, plans, and implements procedures for timely valuation of real and personal property.
Communicates with taxpayers, supervisors, and elected officials to ensure a positive image for the Tax Assessor's Office.
Approves pricing schedules and monitors implementation to ensure appraisals are within the parameters established by the Department of Revenue.
Prepares annual budget for Tax Assessor's Office.
Works with the Georgia Department of Revenue to achieve statutory requirements for the Office.
Acts as custodian for all appraisal records, tax maps, and related data contained in the Assessor's office.

Additional Responsibilities:

Assists the public with questions on property valuation and related tax questions.
Performs public service programs for civic clubs, schools, and other public functions.
Performs other related duties as required and assigned.

Knowledge, Skills, & Abilities Required for Job Performance:

Bachelor's degree in Business or related discipline with 5 years of documented successful management experience desired.
Certification at an Appraiser II level or higher. Demonstrated knowledge of the Assessor's office functions.
Knowledge and ability to perform more complex appraisals such as commercial and industrial properties.
Knowledge and experience with human resource, personnel, and financial management.
Demonstrated ability to develop and implement long term goals for the Assessor's Office.
Knowledge of software required by the Assessor's office, including Wingap and GIS.
Knowledge and the ability to use statistical calculations for the analysis of data to ensure digest compliance.
Must possess a valid driver's license.
Must be able to speak and write in the English language.

Working Condition/Physical Demands:

This work is typically performed in an office setting using maps, computers, calculators, and other business machines, but will also include work in the field reviewing properties and performing appraisals. This position may require walking, standing, bending, stooping, repetitive motions, and lifting weights up to 50 lbs. without accommodation. A physical exam may be required manually.

Applications may be obtained at: www.meriwethercountyga.gov or at the Meriwether County Administration Building, located at: 17234 Roosevelt Highway, Building B, Greenville, GA 30222 between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday.

End Date: Open until filled.

Meriwether County is an equal opportunity employer

Meriwether County: 2010, Revised: March 2018