

**GLYNN COUNTY BOARD OF COMMISSIONERS
NOTICE OF POSITION VACANCY**

DEPUTY CHIEF APPRAISER

Department	Property Appraisal Office
Location	W. Harold Pate Courthouse Annex
Reports To	Personal Property Supervisor
Work Schedule	40 hours per week
FLSA Status	Exempt
Entry Rate of Pay	Pay Grade 25/\$48,814 Annually
Opening Date	October 17, 2018
Application Deadline	November 16, 2018

This is a full-time position and receives all benefits afforded to regular employees.

Summary: The Deputy Chief Appraiser will assist in the management of department operations, with emphasis on development and documentation of the annual County Tax Digest.

Essential Job Functions: Supervises, directs, trains, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates and conducts ongoing training. Interprets, applies, and ensures compliance with state/local laws pertaining to property taxation, assessment, appraisal procedures, and tax valuations, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations. Consults with Chief Appraiser, Board of Tax Assessors, Board of Equalization, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations. Assists Chief Appraiser in managing daily operations of the Tax Assessor's Office. Assists with preparation of annual department operating budget; assists in monitoring expenditures to ensure compliance with approved budget. Assists in developing and implementing procedures for the appraisal of real and personal property. Assists Chief Appraiser in preparing the annual County Tax Digest; assists in reviewing yearly tax digest to ensure compliance with state revenue requirements; ensures all checks/balances are in place to minimize errors on digest. Performs administrative functions; approves employee time sheets and leave requests; develops employee training charts to monitor certification levels; monitors departmental progress in meeting goals and deadlines. Responds to complaints, problems, and questions related to assessments or other department operations; responds to complaints from the public concerning assessments, accuracy of records, or personnel issues; resolves problems involving appraisals, staff, and daily activities; provides information, researches complaints, and initiates resolution of problems. Communicates with supervisor, employees, other departments, county officials, Board of Assessors, Board of Equalization, Georgia Department of Revenue, taxpayers, business owners, corporate executives, contractors, realtors, title searchers, assessors, appraisers, accountants, tax consultants, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Minimum Education, Training and Experience: Bachelor's degree in Business Administration, Public Administration, Real Estate, or closely related field; supplemented by college level course work or vocational training in property appraisal and property assessment; supplemented by four (4) years previous experience and/or training that includes real property appraisal, personal property appraisal, property assessment, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess or obtain, and maintain thereafter, valid Georgia Property Appraiser IV Certification. Must possess and maintain a valid Georgia driver's license.

Required Certificates/Licenses: Valid Driver's License.

**GLYNN COUNTY HUMAN RESOURCES DEPARTMENT
W. HAROLD PATE COURTHOUSE ANNEX
1725 REYNOLDS STREET
BRUNSWICK GEORGIA 31520
Email: jobs@glynncounty-ga.gov
Website: www.glynncounty.org**

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GLYNN COUNTY HAS A TOBACCO FREE HIRING POLICY