


**CARROLL COUNTY JOB VACANCY**

<b>POSITION:</b>	<b>ASSISTANT CHIEF / COMMERCIAL APPRAISER</b>
<b>DEPARTMENT:</b>	<b>TAX ASSESSOR</b>
<b>REPORTS TO:</b>	<b>CHIEF APPRAISER</b>

The purpose of this position is to supervise and direct the field appraisal staff and to determine the fair market value of commercial property within Carroll County. Duties include, but are not limited to: assisting Chief Appraiser in developing goals and objectives for the department; acting as Chief Appraiser in his or her absence; compiling data obtained from site inspections; making necessary adjustments relating to construction quality, condition, and effective age; reviewing current values; valuing land for commercial purposes; and submitting recommendations to the Chief Appraiser.

This position is a classified merit position. By signing the job description, the employee agrees and understands that this position is covered by Civil Service and any benefits provided therein. This position will be eligible for standard benefits such as health / life insurance, annual leave, sick leave, participation in the County's retirement program, etc. afforded to County merit employees as outlined in the County's personnel policies.

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In order to qualify, applicants should possess the following knowledge, skills, and abilities to:**

- In charge of the office in the absence of the Chief Appraiser.
- Conducts statistical reviews of sales ratios and other measurement standards to insure compliance with state law and Department of Revenue rules and regulations.
- Performs and supervises all phases of mass appraisal and re-evaluation work within the County including the development of pricing and valuation schedules for the valuation of land and improvements of all types of properties.
- Appraises all commercial and industrial property in the County as necessary.
- Liaison between appraisal staff and the Board of Equalization secretary for scheduling.
- Testifies before the Board of Equalization and Superior Court as necessary.
- Serves as expert witness on tax assessment cases and issues.
- Directs, organizes and plans the work of appraisers involved in the appraisals of residential, agricultural, commercial and industrial properties.
- Supervise appraisal staff by counseling, disciplining and evaluating performance.
- Plans and conducts necessary training programs for subordinate appraisal personnel.
- Reviews work of the appraisal staff ensuring correct guidelines are used.
- Compile data obtained from site inspections, making necessary adjustments relating to construction quality, condition, and effective age.
- Draw sketches of improvements using computer programs i.e. WinGap, Marshall and Swift.
- Organize the results, analyze sales, and review current values.
- Receive and review building permits, construction plans, and current sales.
- Discuss valuation methods with property owners in response to appeals.
- Physically go out into the field, measuring and assessing property in construction environments and with various ground conditions.
- After training; work independently in the field, following assessment and safety protocols, without direct supervision.
- Establish and verify accounts for commercial property.
- Review information submitted by the taxpayer or representative on various forms. Establish sales market analysis and adjustments.
- Assist taxpayer representatives with information, values, and solutions to existing problems with their clients.
- Assist with compilation of Tax Digest.
- Respond to questions, complaints, and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.
- Answer telephone utilizing accepted format; provide information, advice and guidance; take and relay messages and/or direct calls to appropriate personnel.
- Have the ability to apply correctly the three approaches to value in appraising properties within his/her jurisdiction.
- Have the ability to perform all phases of mass appraisal and reevaluation work within his/her jurisdiction, including the ability to develop pricing and valuation schedules for the valuation of all commercial land and improvements using any acceptable method i.e. cost, market, or income.
- Assists taxpayers, the general public and other governmental departments and agencies with questions and/or problems.
- Any and all other duties and responsibilities assigned by the Chief Appraiser.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Must possess a high school diploma (or GED) and be a graduate of an accredited college or university with at least a four year degree. Must have at least five years of increasing responsible experience in the appraisal field (if not a

college graduate, eight years of experience may be substituted for the college degree) along with four years commercial appraisal experience or valuation of property, preferably within a local government - **OR** - any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

- Possess a valid Georgia Driver's License with a clean driving record.
- Possess Appraiser III Designation
- Have complete knowledge of mass appraisal techniques.
- Have the ability to plan and conduct necessary training programs for subordinate appraisal personnel.
- Have the ability to direct office procedures and techniques related to the appraisal/assessment process.
- Have the ability to deal effectively with the general public, employees and with other governmental agencies.

**Special Requirements:**

- Knowledge of real and personal property appraisal principles and practices.
- Knowledge of the three approaches to value used to determine the fair market value of residential, commercial, industrial, and agricultural property.
- Knowledge of building construction practices.
- Knowledge of current building and land values.
- Knowledge of state laws and DOR rules and regulations regarding property taxation and appraisal methods.
- Knowledge of the geography and location of property in the County.
- Knowledge of planning and administrative practices.
- Knowledge of computerized systems for property valuation, computerized mapping, and statistical analysis techniques.
- Skill in reading and interpreting maps, deeds and cost manuals.
- Skill in supervision, oral and written communication and dealing with the public.
- Knowledge of Marshall, Swift software, and WinGap appraisal software preferred.
- Must attend Department of Revenue required classes to maintain certification (minimum 40 hours every two years).
- Must be 21 years old; must have a valid Driver's License.

**(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB**

**FUNCTIONS:** Must be physically able to operate a variety of automated office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty (20) pounds.

**SALARY: Commensurate with Experience**

**DEADLINE FOR SUBMITTING APPLICATIONS: Open Until Filled**

Applicants must pass a **physical, drug-screen, and criminal background check** prior to employment.

Applications are available on the Carroll County website: < [www.carrollcountyga.com](http://www.carrollcountyga.com) >.

**Send resume, three (3) references, and completed application to:**

Carroll County Board of Commissioners  
**Human Resources Department**  
PO Box 338  
Carrollton, Georgia 30112  
**(Fax 678-390-6245)**

**Carroll County is an Equal Opportunity Employer**