



**UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
invites applications for the position of:**

**Personal Property Supervisor / Tax  
Assessor**

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**SALARY:** \$52,441.00 Annually  
**OPENING DATE:** 11/13/20  
**CLOSING DATE:** 11/29/20 11:59 PM

**PURPOSE & JOB RELATED REQUIREMENTS:**

**REPORTS TO:** Chief Appraiser  
**FLSA STATUS:** Exempt - Executive  
**CLASSIFICATION:** Personnel System – Requires satisfactory completion of a six-month probationary period  
**PAY GRADE:** 120  
**SAFETY SENSITIVE:** No

**Purpose of Job**

The purpose of this job is to supervise activities of the Personal Property Division of the Tax Assessor's Office which is responsible for the appraisal and auditing of all business, agricultural, marine and aircraft accounts in Athens-Clarke County. Duties and responsibilities include, but are not limited to: supervising assigned staff; directing appraisal of all business, agricultural, marine, and aircraft personal property for assessment purposes; developing and monitoring auditing program; and performing additional tasks as assigned.

**Job Related Requirements**

**WORK SCHEDULE:** Monday - Friday, 8:00 a.m. - 5:00 p.m.

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

**MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS:**

Bachelor's degree in finance, accounting or related discipline with three years of accounting, appraisal, or property taxation experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Two years of supervisory experience is required.

Must possess a valid driver's license.

Must possess Appraiser II certification.

At least four years of experience in accounting/finance or auditing personal property accounts is required.

Appraiser III certification preferred.

## **ESSENTIAL DUTIES, RESPONSIBILITIES:**

**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.**

Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Establishes goals for division; evaluates results of programs and makes changes as needed to achieve desired results.

Prepares and maintains yearly schedules for staff and coordinates schedules with the real estate division; creates and maintains schedule of personal property account reviews/audits.

Directs the appraisal of all business, agricultural, marine and aircraft personal property in Athens-Clarke County for assessment purposes through analysis of financial statements of tangible personal property, county or business licenses, and/or direct discovery of personal property.

Develops, monitors and supervises the audit program to assure that the correct goals of the program are being achieved.

Prepares Personal Property Tax Digest.

May assist in setting agendas for Board of Assessors' meetings and taking and maintaining minutes for these Board meetings.

Assists Chief Appraiser in preparing budget for the Tax Assessor's Office. Monitors yearly spending of the office.

Trains assigned staff; conducts interviews for hiring and promotion for the Personal Property Division.

Reviews and updates factors and depreciation schedules for all business, agricultural, marine and aircraft personal property in Athens-Clarke County.

Creates and maintains tracking system for all personal property.

Prepares and interprets consolidation reports for personal property digest.

Researches and prepares documents for CEO and Commission meetings on ad valorem tax related matters. May attend CEO and Commission meetings as representative for Board of Assessors.

Directs the scheduling and hearing of all personal property appeals.

Prepares documents for the County Attorney relating to court matters. Attends and participates in court proceedings concerning personal property.

Maintains current knowledge of office procedures, property tax laws, software knowledge of personal property appraisal systems, and new legislation affecting the Tax Assessor's Office.

Monitors personal property appraisals of properties funded through the Athens-Clarke County Industrial Development Authority.

Acts as Chief Appraiser when necessary.

Attends conferences, seminars, and continued education courses as required.

Performs other related duties as required.

**Knowledge, Skills and Abilities**

Has thorough knowledge of the principles, practices and procedures of Athens-Clarke County and the operations and functions of the Tax Assessor's Office.

Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals.

Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the position.

Is able to develop and implement long-term goals for the office in order to promote effectiveness and efficiency.

Has thorough knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to office operations and activities.

Is able to effectively communicate and interact with subordinates, management, employees, members of the general public, and all other groups involved in the activities of the Athens-Clarke County as they relate to the Tax Assessor's Office.

Is able to assemble information and make written reports and documents in a concise, clear and effective manner.

Has good organizational, management, human relations, and technical skills.

Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Has the ability to comprehend, interpret, and apply regulations, procedures, and related information.

Has the mathematical ability to handle required calculations using statistical calculations.

Is knowledgeable and proficient with computers.

Is able to read, understand, and interpret personnel and financial reports and related materials.

Requires knowledge of various computer software programs as necessary in the performance of job duties.

**SUPPLEMENTAL INFORMATION:**

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including a computer, printer, facsimile machine, copier, 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 force frequently. Physical demand requirements are at levels of those for light work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of accounting documents, agricultural, marine, aircraft and timber reports, budget reports, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare audit reports, budgets, correspondence, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgement in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including legal accounting and taxation terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize determine percentages; compute discount, interest, profit and loss, ratio and proportion, etc.; calculation of cost, market, and income values.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and tools.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as a computer, typewriter, copier, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

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375 Satula Avenue  
Human Resources Department  
Athens, GA 30601  
706-613-3090  
706-424-2491

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## Personal Property Supervisor / Tax Assessor Supplemental Questionnaire

- \* 1. Which best describes your highest level of education?
  - Some High School
  - High School diploma or GED from an institution accredited by SACS
  - Some education beyond high school
  - Technical or Vocational Degree
  - Associate Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
- \* 2. Do you possess a bachelor's degree or higher in finance, accounting, or a related discipline?
  - Yes
  - No
- \* 3. Specifically, what educational degree do you possess? If you do not have a degree, please type "NA."
- \* 4. Please indicate your years of experience in accounting, appraisal, or property taxation. This information must be verifiable by your work history.
  - None
  - Less than three years
  - At least three years but less than five years
  - At least five years but less than seven years
  - At least seven years but less than nine years
  - At least nine years but less than 11 years
  - 11 years or more of experience
- \* 5. Which of the following certifications do you currently possess? Select all that apply.
  - Appraiser II
  - Appraiser III
  - None of the above
- \* 6. Please indicate below how many years of supervisory experience you have.
  - None
  - Less than one year
  - At least one year but less than two years
  - At least two years but less than three years
  - At least three years but less than five years
  - At least five years but less than ten (10) years
  - Ten (10) years or more of experience
- 7. How many employees have you supervised?
  - None

- 1 to 4
- 5 to 9
- 10 to 14
- 15 to 19
- 20 or more

\* 8. Indicate below the types of activities you've performed in your direct supervisory experience.

- None
- Evaluate assigned staff
- Handle employee concerns
- Direct work assignment
- Complete employee written performance appraisals

\* 9. Do you possess a valid Driver's License?

- Yes
- No

\* 10. This is an in-house only position. Are you currently working for the Unified Government of Athens-Clarke County? This information must be verifiable by your work history.

- Yes
- No

\* Required Question