



Board of Assessors
68 Kingsland Drive Suite C Folkston, Georgia 31537
Telephone (912) 496-7437

Employment Opportunity

The Charlton County Board of Assessors is accepting applications/resumes for the position of Chief Appraiser. The position is responsible for directing the Tax Assessor's Office in the maintenance of the County's real and personal property tax digest to ensure compliance with applicable laws and regulations.

Job functions will include but is not limited to the following:

- Supervise, direct and evaluate staff
- Responsible for the uniform and compliant appraisal of all types of property
- Responsible for the timely submission of the annual tax digest to the Tax Commissioner
- Ensure compliance with exemptions and specialized assessments
- Review and qualify all sales within the county
- Provide information to the Georgia Department of Revenue upon request
- Maintain mapping in a current status
- Defend appraisals at all levels of appeals
- Provide assistance to property owners as needed
- Provide information to the Board of Assessors pertaining to office and taxpayer matters

Job Qualifications:

- High school diploma, bachelor's degree in business administration, accounting, or related field. An equivalent combination of education and experience may be considered.
- Appraiser III or Appraiser IV Designation
- Knowledge of general office procedures
- Good oral and written communication skills
- Current Driver's License

- Proficient in WinGAP CAMA System and Microsoft Office

An application can be obtained online, [Charlton County, GA - Official Website](#), or by contacting Becky Harden, HR Coordinator, 68 Kingsland Drive Suite B, Folkston, Georgia, 31537.

A benefits package including insurance, retirement, paid holidays, and paid leave is available with employment.

Charlton County is an Equal Opportunity Employer and a Drug Free Workplace. A pre-employment drug screening is required prior to being employed. A background check and MVR are also required.

Salary Range: \$50,000 - \$64,000 – Starting salary depends on experience and qualifications.

Resumes and completed applications should be submitted to Gary Tippins, Chairman, Charlton County Board of Assessors, 68 Kingsland Drive Suite C, Folkston, Georgia, 31537. The position will be advertised until filled.