



The Richmond County Board of Assessors is currently accepting applications for the **CHIEF APPRAISER**. The role of this position is to direct, plan, and oversee the activities and staff of the Tax Assessor's Office to produce the annual Digest, in accordance with state law, as mandated by the Georgia Department of Revenue, Official Code of Georgia Annotated, the Georgia Department of Audits & Accounts and all applicable county and department regulations.

#### **Duties and Responsibilities:**

- Manages, directs, and evaluates assigned staff: oversees employee work schedules to ensure adequate coverage and control; reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; directs work; acts as a liaison between employees and Consolidated Government administrators and elected officials; and trains staff in operations, policies, and procedures.
- Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Consolidated Government administrators and elected officials; and revises procedure manuals as appropriate.
- Develops and implements long- and short-term plans, goals, and objectives for the department: evaluates effectiveness and efficiency of department activities; reviews and revises policies, procedures, plans and programs; and researches, assesses, and develops strategies to meet current and future tax appraisal needs.
- Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations; maintains a comprehensive, current knowledge of applicable laws/regulations; and maintains an awareness of new products, methods, trends and advances in the profession.
- Develops and maintains equitable valuation of all taxable real and personal properties and exempt properties for tax assessment purposes: develops and analyzes data on residential, commercial and personal properties; reviews and makes recommendations regarding exemption applications and appeals; and ensures accurate recording of property appraisal and valuations.
- Directs the appraisal of all real, personal and exempt properties for the purpose of equitable tax assessment: develops and maintains procedures and guidelines for all appraisal activity; establishes and implements review cycle for taxable property; researches and analyzes proposed and newly passed legislation and other matters impacting the assessment and value of property; and makes changes to procedures and guidelines as needed.
- Directs quality control functions: oversees security, accessibility, and accuracy of computer systems and data; ensures regular field reviews of appraisers; and runs and reviews reports to identify potential errors.
- Develops, implements, and administers department budget: recommends staffing levels and outlays for tax appraisal services; approves invoices; monitors expenditures to ensure compliance with approved budget; and prepares and submits budget documentation and reports.
- Receives and responds to questions and complaints regarding appraisal and assessment policies and procedures: provides information and assistance; researches problems/complaints; and initiates problem resolution.

**Minimum Requirements:**

**Education:** Bachelor's Degree in Real Estate, Property Appraisal, Business/Public Administration, or a related field required.

**Experience:** Ten (10) years of progressively responsible experience in appraising residential, commercial, and personal property, with five (5) years of management or supervisory experience in a comparably sized organization or as a director for a smaller organization.

**Licensure/Certification:**

- Must possess and maintain a Georgia Appraiser IV certification.
- Must possess (or obtain within 30 days of hire) and maintain a valid Georgia or South Carolina driver's license. **\*\*This position requires driving a county vehicle.\*\***

**Salary:** \$140,000 plus benefits package to include: vacation, holiday, sick, medical, dental, vision, life, long-term disability insurance, and pension.

To apply, please visit [www.augustaga.gov](http://www.augustaga.gov) and click on City Jobs at the top of the page. Applications are accepted until the position is filled.