



PLEASE INITIAL & DATE

DH _____

SJ _____

MM _____

**DOUGHERTY COUNTY BOARD OF COMMISSIONERS
HUMAN RESOURCES**

Dominique Hall, Director

**VACANCY ANNOUNCEMENT
CHIEF APPRAISER
DOUGHERTY COUNTY TAX & TAG DEPARTMENT
DCHR #2021-30A**

The Dougherty County Tax & Tag Department has a vacancy for a Chief Appraiser. Responsibilities include but are not limited to: supervising assessments of all real and personal property for the preparation of the annual County Tax Digest, maintaining all tax records and maps for the County, mapping of property divisions and new subdivisions, platting, cataloging, conducting on-site inspections, indexing all real and personal property, and maintaining all data in a current conditions. Develops and implements schedules and procedures for the valuation of real and personal property in the CAMA system; planning, assigning, evaluating, and supervising the work of the real and personal property appraisal staff, preparing and mailing assessment notices after the County Board of Assessors has determined the final assessments. Interpreting laws and regulations regarding appraisal procedures and valuations for department personnel and the public; defending appraised values, schedules, and methods before the Board of Equalization for unresolved disputes, certifies and files unresolved appeals in Superior Court. Preparing and submitting the annual operating budget request to the Tax Director. Employee reports to the Board of Tax Assessors and the Tax Director.

MINIMUM QUALIFICATIONS: Bachelor's Degree or any specialized training equivalent to the satisfactory completion of four (4) years of college education in Real Estate, Accounting, Business Management, or closely related field with a minimum of five (5) years of work-related experience, three (3) years of which must be progressively responsible management or supervisory experience; or any related equivalent combination of education, training and experience which will provide the ability to perform the duties of the position. Must have four (4) years of computerized word processing and spreadsheet experience and desired knowledge of CAMA system, preferably in WinGap. Must be certified as an Appraiser IV in accordance with Georgia State Standards and maintain a valid Georgia's Driver's License.

PLEASE PROVIDE COPIES OF REQUIRED DOCUMENTS: HIGH SCHOOL DIPLOMA OR EQUIVALENT AND ANY OTHER RELATED CERTIFICATE(S) AND/OR DOCUMENT(S).

SALARY: \$63,920.66 - \$71,558.07 Annually

GRADE LEVEL: 129

POSITION #12004

APPLY AT: www.dougherty.ga.us

CONTACT: Dougherty County Human Resources Department
Government Center
222 Pine Avenue, Room 340
Albany, GA 31702
(229) 431-2122

APPLICATION DEADLINE: This announcement is open continuous to qualified applicants until no longer posted.

SUCCESSFUL APPLICANTS FOR EMPLOYMENT MUST PASS A DRUG AND/OR ALCOHOL SCREENING AND PASS BACKGROUND INVESTIGATION.

DOUGHERTY COUNTY HAS A NO SMOKING IN THE WORKPLACE POLICY IN COMPLIANCE WITH THE GEORGIA SMOKE FREE AIR ACT OF 2005.

DOUGHERTY COUNTY PROVIDES REASONABLE ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.

EQUAL OPPORTUNITY EMPLOYER

Don't forget to "Like" us on Facebook @ [Dougherty County Commission Human Resources](https://www.facebook.com/DoughertyCountyCommissionHumanResources)