

Wilkinson County, GA Chief Tax Appraiser

Position Summary: Wilkinson County, Georgia is seeking qualified candidates for the position of Chief Tax Appraiser. The Chief Tax Appraiser is a highly responsible position that will be involved in overseeing the daily operations of the Tax Assessor's Office. The Chief Tax Appraiser will develop and implement policies and procedures for the assessing and appraising of all real and personal property within Wilkinson County and will manage the preparation of the annual county tax digest.

Community Overview: Wilkinson County is a rural community in Middle Georgia, located approximately 30 miles east of Macon. The county's population, as of the 2019 American Community Survey is 8,954. The most recent Net M&O Digest for the county is \$335,549,619. The County Seat is Irwinton, Georgia, one of seven municipalities within the county. Wilkinson County has abundant natural beauty from the banks of the Oconee River to the picturesque forests of Georgia's Fall Line. The mining and processing of kaolin clay has historically been the county's largest industry.

Minimum Qualifications: Knowledge and level of competency commonly associated with either a four-year college degree in a related field or with eight or more years of experience in the field. The incumbent should also obtain or be able to obtain an Appraiser IV certification as designated by the Georgia Department of Revenue. Sufficient experience is required to enable the individual to understand the diverse objectives and functions of the subunits in the department to direct and coordinate work within the department.

Compensation: Competitive salary and benefits package dependent on qualifications.

To Apply: Wilkinson County has requested the assistance of the Middle Georgia Regional Commission for the recruitment and initial screening of applicants. Please send letter of interest, resume (including a detailed work history), and three professional references to:

Middle Georgia Regional Commission
Attn: Greg Boike
175 Emery Highway, Suite C
Macon, GA 31217
gboike@mg-rc.org

This employment opportunity will remain open until filled. The successful candidate may be subject to a drug screening and background check. Questions and inquiries should be directed to Greg Boike, Middle Georgia Regional Commission at gboike@mg-rc.org or via phone at 478-722-6945.

Wilkinson County is an equal opportunity employer.

Job Title: Chief Tax Appraiser
FLSA Status: Exempt
Department: Tax Assessors
Revision Date: 07/2006

JOB SUMMARY: This position is responsible for assessing and appraising all real property within Wilkinson County in order to manage the preparation of the annual county tax digest.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews changes made to properties during the previous year and adjusts property values accordingly.
- Manages the daily operation of the office; plans and supervises the work of departmental personnel.
- Develops and implements schedules and procedures for the valuation of real and personal property.
- Develops ratio studies to ensure that the county tax digest is fairly and equitably assessed.
- Maintains maps for all real and personal property to include plotting, cataloguing and indexing.
- Assists the public with questions related to property valuation, tax assessment, and county programs such as Agricultural Preferential and Conservation Use.
- Attends hearings of Board of Equalization to justify property value assessments.
- Prepares and mails tax assessment notices after Board of Tax Assessors has determined final assessment.
- Attends standard approved training courses to stay current in tax law and administration.
- Schedules training for assigned staff.
- Provides information on departmental policies and procedures to the public; writes periodic columns for the newspaper.
- Develops the annual departmental operating budget and monitors expenditures under the current budget.
- Maintains knowledge of tax computer programs for real, personal, industrial, commercial, and mobile home properties.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of real and personal property appraisal principles and practices.
- Knowledge of current building and land values.
- Knowledge of state laws pertaining to property taxation.

- Knowledge of the geography and location of property in the county.
- Knowledge of accounting, budgeting, and financial management concept and practices.
- Knowledge of computerized systems for property valuation.
- Knowledge of statistical analysis techniques.
- Knowledge of office administration practices and techniques.
- Skill in supervision.
- Skill in mathematical computation.
- Skill in interpreting and constructing maps and diagrams.
- Skill in conducting statistical research and preparing reports.
- Skill in dealing with the public.
- Skill in utilizing general office equipment and various drafting and measuring tools.
- Skill in written and verbal communication.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

The Chief Tax Appraiser supervises all staff in the Tax Assessor’s Office. The Chief Tax Appraiser reports directly to the Chairman of the Wilkinson County Board of Assessors.

GUIDELINES:

The Chief Tax Appraiser utilizes the Official Code of Georgia, Georgia Department of Revenue Rules and Regulations, Wilkinson County Board of Assessors Policy Manual, Wilkinson County Policies and Procedures Manual.

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

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate in order to give and exchange information, provide service, resolve problems, influence others, direct the effort of others, stimulate quality of performance, discipline others, and to defend, negotiate, and settle matters.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The Chief Tax Appraiser must also be able to compute rate, ratio, percentage, and be able to draw and interpret various graphs. The incumbent must also be able to do complex calculations, make projections, utilize statistical analysis, and perform algebraic functions.

COMMUNICATION SKILLS:

The Chief Tax Appraiser must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service, direct the efforts of others, stimulate the quality of performance, and discipline subordinates. Contacts are generally made with county employees, the Georgia Department of Revenue, Board of Tax Assessors, business owners, and the general public.

REASONING ABILITY:

The Chief TaxAppraiser must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, financial report, or diagram form. The incumbent must also have the ability to address multiple problems involving several concrete or abstract variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is within an office or in the field with noise levels usually being low to moderate.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge and level of competency commonly associated with either a four-year college degree in a related field or with eight or more years of experience in the field. The incumbent should also obtain or be able to obtain an Appraiser IV certification as designated by the Georgia Department of Revenue. Sufficient experience is required to enable the individual to understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department.