



Chatham County Government Career Opportunity

Chatham County is an Equal Opportunity/Affirmative Action Employer. Female, minority, veteran, and disabled applicants are encouraged to apply.

- Chatham County uses E-Verify to verify employment through the Department of Homeland Security.
- Chatham County is a drug-free workplace. Pre-employment drug screening is required.

Chatham County Human Resources
123 Abercorn Street
Savannah, GA 31401

Main Line: (912) 652-7964

For a complete listing of job vacancies please visit:

<http://jobs.chathamcounty.org>

POSITION: DEPUTY CHIEF APPRAISER - ADMINISTRATION DIVISION
DEPARTMENT: Board of Assessors
SALARY RANGE: \$65,225 - \$107,621
APPLY BY: April 28, 2021

Calling all Appraisers! Are you experienced in auditing personal and real property to ensure accurate valuation? Do you have a Bachelor's Degree in a related field and seven years of progressively responsible experience? Yes?! Please consider applying for our role of Deputy Chief Appraiser.

Job Summary: Under the direction of the Chief Appraiser you will manage and supervise the administration division and associated personnel engaged in the administration, assessment, and auditing of personal and real property ensuring accurate and equitable valuation of property in the County. You will assist with preparation of the County's Annual Tax Digest. Daily responsibilities include managing and evaluating assigned staff as well as oversight of exemptions intake, appeals, and support services processes. You will also coordinate the workflow between functional units in the Board of Assessors office and other departments. As needed, you will assist in the preparation of appeal cases, testify in Superior Court, and perform property appraisal duties. Your skills in public relations will be valuable as you provide assistance on behalf of the Board of Assessors and the Chief Appraiser at public meetings and hearings. You will assist in developing, implementing, administering, and tracking the department budget and will develop short- and long-term goals and objectives for the division. You will recommend, update, and implement department policies and procedures. For your division's success, you will monitor staff training requirements and make recommendations. As openings arise within your division, you will select candidates for interviews, conduct interviews, and make hiring recommendations to the Chief Appraiser. With strong problem-solving skills, you will research and respond to routine questions and complex problems from the public and initiate problem resolution while providing stellar customer service. Excellent interpersonal skills are required to maintain strong relationships and active interactions with supervisors and subordinates. You will also perform directly related work as required under the provisions of O.C.G.A. Title 48 Chapter 5, Department of Revenue Substantive Rules and Regulations, the Appraisal Procedures Manual, the Chatham County Personnel Ordinance Manual, and the Board of Assessors Policy and Procedure Manual. In the absence of the Chief Appraiser you may be required to complete the duties of that position. Other duties may be assigned.

Minimum Qualifications: Bachelor's Degree in Finance, Accounting, Public Administration or related field, and at least seven (7) years of progressively responsible experience in appraisal and assessment administration; or any equivalent combination of education, experience, and training. Must be able to utilize computer software and systems applicable to the area of assignment including, but not limited to, CAMA (Computer Assisted Mass Appraisal), Microsoft Office Suite, and GIS software. Must possess and maintain a valid Georgia driver's license.

Knowledge, Skills, and Abilities: Successful completion of the qualifications of the Appraiser IV exam or the ability to successfully complete the qualifications of the Appraiser IV exam within a specified timeframe.

Notes: During emergencies and disasters affecting Chatham County, you may be required to report to work as part of a disaster operations team. Upon voluntary termination of employment of less than 12 months of service, employee must reimburse the Board of Assessors for training and testing expenses. Candidate will be subject to a 12 month probationary period.