

Deputy Chief Appraiser

Salary Range: \$66,826.29 To \$86,874.18 Annually

Job Summary

The employee in this class assists the Chief Appraiser in planning, administering, and managing the Board of Assessor's Office. Work includes administrative and supervisory duties in the valuation and assessment of properties for tax purposes. The employee supervises other employees and serves as the Chief Appraiser during his/her absence. Work is assigned by the Chief Appraiser in terms of department goals and objectives.

Essential Functions: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Hires, plans, organizes, assigns, reviews and controls work production and activities, including procedures, allocation of resources, problem resolution, general supervision, and training of appraisal staff.

Carries out supervisory responsibility according to county policies, procedures, and applicable laws.

Serves as Vice Chairman of the Board of Assessors making decisions regarding approval or denial of homestead exemptions, specialized assessments, and exempt properties.

Verifies tax returns to ensure that all returns are correct and equal.

Review all property assessment appeals to determine if an unfair assessment was given. Assists in the preparation of the annual office budget.

Prepares digest information for submission to State of Georgia Revenue Department; gathers required documentation including a list of assessment changes, modification in timber/conservation use or value, exempt properties changes, homestead lists, and appeals.

Meets with Department of Revenue representative for yearly review on office and appraisal practices.

Meets with Department of Revenue representative for a yearly review of digest and assessment ratios to arrive at yearly assessment level of state funding.

Oversees appraisal methods and values assigned to real property to ensure uniformity and compliance with laws and mandates.

Develops and updates depreciation, land, and cost schedules.

Consults with taxpayers and/or representatives regarding their property values, appeals, and/or errors in their valuation or recorded information; delegates necessary correction to appropriate personnel.

Collaborates with others outside their own work area to coordinate efforts and maintain cooperative and efficient relations.

Performs statistical analysis as required by Georgia Code; reviews sales information to assure accuracy and uniformity/bias, to confirm all county statistical analysis conforms to Georgia Code, and to ensure maximum assessment ratios are achieved.

Responds to letters concerning assessments and provides the requested information.

Checks tax digest for accuracy; reports and corrects errors in the property digest to ensure accuracy. Assists the public by providing information on assessment notices, tax bills, and returns as requested.

Assists with researching court cases, securing documentation on any sales information, ownership records, personally inspect properties, and gather any comparable properties

Additional Duties:

Employees in this classification may be expected to perform any related duties as required by proper authority.

Knowledge, Skills, and Abilities

Knowledge of methods, practices, principles, and techniques used in real and personal property valuation, and of laws, rules, and regulations governing real and personal property assessments.

Knowledge of office management and recordkeeping principles and practices. Skill in sketching accurate floor plans and improvements.

Skill in the use of a computer, calculator, and other office equipment.

Skill in the use of tax maps, plats, the geography of City and County including major streets and landmarks.

Ability to gather all information necessary for appraisal of real and personal property, to understand and apply tax laws and assessment procedures, to defend property appraisals, to independently analyze and judge faults and conditions, and to interpret and work from complex technical data and instructions.

Ability to establish and maintain working relationships with other employees, government officials, and the public.

Ability to organize work, set priorities, meet critical deadlines and work with a minimum of direction.

Ability to analyze depreciation, building, and land schedules to determine modification needs on a yearly basis, and ability to incorporate changes into appraisal system.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to use tact, discretion, initiative, and independent judgment within established guidelines. Ability to give directions and gain compliance from subordinates.

Ability to deal courteously and diplomatically with the public.

Ability to prepare and present concise reports for oral and written presentations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to sit, stand, walk, stoop, kneel, talk, hear, speak clearly, reach with hands and arms, and lift and move objects weighing up to 20 pounds.

Working Conditions

Work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Minimum Qualifications

1. Associate's degree in real estate, business or public administration, or a related field.
2. Five (5) years' experience performing real and/or personal property appraisals.
3. **OR** have a combination of education, training, and work experience that is equivalent to #1 and #2 above that provides the requisite knowledge, skills, and abilities for this job.
4. Georgia Department of Revenue Appraiser III or higher certification. Must maintain a current and valid Appraiser III or higher certification while employed in this job class.
5. Current and valid State of Georgia driver's license.