

Chief- Appraiser

Grade:

Reports to: Board of Assessors

Department: Tax Assessor

Classification: Exempt

Date Approved:

Job Summary

The purpose of this job is to manage the daily operations and functions of the Tax Assessor's Office and to supervise assigned personnel. Duties and responsibilities include supervising staff as they conduct appraisals of real and personal property for the purpose of compiling an equitable tax digest and performing additional tasks as assigned.

Essential Functions

Supervises, evaluates, and provides training and guidance to assigned staff, including handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing annual performance evaluations.

Directs the operation of the Tax Assessor's Office to achieve goals established by the Board of Tax Assessors, including the preparation of the tax digest by the assigned date of each year.

Manages and directs the appraisal staff in order to achieve goals established by the Board of Tax Assessors and to ensure an equalized appraisal of all property contained in the Tax Digest.

Develops, plans, and implements procedures and schedules for timely valuation of real and personal property in Meriwether County at fair market value.

Communicates with taxpayers, department supervisors and Directors, and elected officials to ensure a positive image for the Tax Assessor's Office.

Approves pricing schedules and monitors implementation to ensure property is appraised within the parameters established by the Department of Revenue.

Prepares an annual budget for Tax Assessor's Office and reviews this budget with the Board of Assessors before submission to the County Administrator and Board of Commissioners.

Monitors the budget expenditures.

Signs all purchase orders, check requests, and budget transfers for the office.

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Works with the Georgia Department of Revenue to achieve statutory requirements for the Office.

Acts as custodian for all appraisal records, tax maps, and related data contained in the assessor's office.

Testifies as expert witness in court as needed.

Additional Responsibilities

Assists the public with questions on property valuation and related tax questions as needed.

Performs public service programs for civic clubs, schools, and other public functions.

Performs other related duties as required and assigned.

Knowledge, Skills, & Abilities Required for Job Performance

Bachelor's degree in Business or related discipline with 5 years of documented successful management.

Certification at an Appraiser III level or higher. Demonstrated knowledge of the Assessor's office functions.

Knowledge and experience with human resource, personnel, and financial management.

Demonstrated ability to develop and implement long term goals, including budgets, for the work of the Assessor's office.

Knowledge of computer systems and software required to function in the Assessor's office.

Has knowledge and the ability to use statistical calculations as required for the Assessor's office.

Must possess a valid driver's license.

Must be able to speak and write in the English language.

Working Conditions/Physical Demands

This work is typically performed in an office setting using maps, computers, calculators, and other business machines. This position may require walking, standing, bending, stooping, pushing, feeling, seeing, hearing, repetitive motions, and lifting weights up to 50 lbs without

accommodation. Most physical demands are compared to those needed for light to medium work assignments.