

CRAWFORD COUNTY CHIEF APPRAISER

The Crawford County Board of Assessors is seeking a qualified professional for the position of Chief Appraiser, which is responsible for the daily operations and functions of the Tax Assessor's Office and for supervising assigned personnel. Applicants must have a high school diploma (bachelor's degree preferred) and at least five years of closely experience involving the assessment and appraisal of real and personal property; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

The Middle Georgia Regional Commission will receive all application materials and will conduct the initial screening for this position. Interested candidates should submit a cover letter, resume, and three (3) references by 5:00 p.m. on Wednesday, November 30, 2022, to:

Middle Georgia Regional Commission

Attn: Greg Boike

175 Emery Highway, Suite C

Macon, Georgia 31217

gboike@mg-rc.org

Electronic submissions should be sent in PDF format. Zip file extensions will be rejected.

For a detailed job description or additional questions, please contact Greg Boike at 478-751-6160.

The salary range for this position will be from \$55,000-\$65,000, based on qualifications and experience. Only the top candidates will receive an interview, and Crawford County reserves the right to reject any applications received, including late applications. Crawford County is an Equal Opportunity Employer.

**CRAWFORD COUNTY
CHIEF APPRAISER**

FLSA Status: Exempt

Reports To: Board of Assessors

Classification: Full-Time

Revised: October 18, 2022

This 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 DUTIES:

- 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 operations 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 and to ensure an equalized appraisal of all property contained in the Tax Digest.
- Appraise all manufactured homes and prepare the mobile home digest annually.
- Communicates with taxpayers, departments heads, and elected officials to ensure a positive image for the Tax Assessor's Office.
- Works with the Georgia Department of Revenue to achieve statutory requirements for the office.
- Acts as a custodian for all appraisal records, tax maps, and related data contained in the assessor's office.
- Prepares an annual budget for the Tax Assessor's Office and reviews this budget with the Board of Assessors before submission to the County Manager.
- Monitors the budget expenditures.
- Assist the public with questions on property values and related tax questions.
- Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Certification at an Appraiser III level or higher.
- Knowledge of the Assessor's Office Functions.
- Knowledge of state exemptions pertaining to property tax.

- Knowledge of computer systems and software required to function in the Assessor's Office.
- Knowledge of, and ability to use, statistical calculations as required for the Assessor's Office.
- Skill in written and verbal communication as necessary to explain complex processes and procedures to the general public.
- Ability to learn and understand complex appraisal principles and techniques.
- Ability to possess a valid driver's license.
- Ability to pass a background check and drug screening test and to comply with all employer and department policies and work rules.

SUPERVISORY CONTROLS: The Board of Assessors sets a general framework. The employee uses a substantial degree of independent judgment in performing tasks and assignments.

GUIDELINES: Guidelines include federal, state and county laws, rules, regulations, policies and procedures. Other guidelines include the Official Code of Georgia, NADA Manufactured Housing Appraisal Guide, Mobile Home Ad Valorem Procedure Manual, GAP Computer Appraisal System, and other personal property pricing guides. The guidelines are clear and specific but require interpretation in application.

COMPLEXITY: This position performs tax assessor duties. Complexity occurs in the diversity of knowledge required to properly and accurately perform the tax assessor functions, and in dealing with sometimes irate members of the public.

SCOPE AND EFFECT: The work involves tax assessment and appraisal. Successful performance in this position assures the department and county of accurate and reliable tax revenue records and collections. Errors could result in loss of revenue for the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, voters, employees in other departments, state employees, bank personnel, surveyors, attorneys, contractors and developers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, direct the effort of others, provide services, resolve problems, motivate employees and to justify, defend, or negotiate or settle matters.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has general supervisory responsibility over all employees in the Tax Assessor's Office, including the Appraiser I, Appraiser II, and Appraiser III.

MINIMUM QUALIFICATIONS: The following standard express the minimum background of training and experience required to qualify for this classification. Other training and experience, if evaluated as equivalent, may qualify an applicant for a position of this class.

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or equivalent. A bachelor's degree in business administration, business management, accounting, finance, or a closely related field is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having five years of closely related experience.
- Ability to meet necessary requirements of Appraiser (III) as mandated by the Georgia Department of Revenue.

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

LANGUAGE SKILLS: Must possess the ability to read, interpret, and explain the intricacies of tax appraisal work. Must also possess the ability to understand and follow oral or written instructions.

MATHEMATICAL SKILLS: Must have strong mathematical and statistical skills and must be able to interpret graphs, statistical trends, and economic data.

COMMUNICATION SKILLS: Must be able to communicate effectively in both oral and written form, in a professional manner. Should also possess the ability to convey information clearly and concisely through routine reports, correspondence, and formal presentations.

REASONING ABILITY: The County Manager 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 and stand, use a computer, talk, and listen. The employee is frequently required to walk, occasionally outside and on rough terrain. The employee must occasionally lift and/or move up to 25 pounds.

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 noise level in the work environment is usually moderate. Work is typically performed in an office environment.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by Monroe County to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employees' Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____