



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: SUPERVISOR – BOARD OF ASSESSORS

DEPARTMENT: Board of Assessors

SALARY RANGE: \$59,610 - \$98,357

APPLY BY: November 9, 2022

The Chatham County Board of Assessors has an opening for a Supervisor in the commercial/personal property appraisal division. If you meet the minimum qualifications, you are encouraged to apply.

Job Summary: Under the direction of the Chief Appraiser or designee, you will supervise, oversee, and direct the operations and administrative staff of the commercial/personal property appraisal division for the Chatham County Board of Assessors, including administrative support, human resources management, and active participation in the work product of the division. You will supervise various property assessment processes and procedures for the assigned commercial/personal property division. Your technical and research skills are essential as you supervise, oversee, and review data entry in department databases and file systems. You will 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, Chatham County Employee Handbook, and Chatham County Board of Assessors Policy Statements. You will assist in preparing appeal cases and testify in Superior Court as needed. Your outstanding communication and customer service skills are required as you represent the Board of Assessors in meetings with taxpayers, other departments, and the general public. Your work will often be performed under time-sensitive deadlines. Other duties may be assigned.

Minimum Qualifications: Bachelor's Degree in Real Estate, Finance, Accounting, Mapping, or a closely related field, and four (4) years of progressively responsible experience in a commercial/industrial property assessment environment or similar environment, and two (2) years of senior level appraisal work and/or two (2) years of senior level administrative experience; or an equivalent combination of education, training, and experience. Supervisory experience is highly preferred. You must be able to lift/move at least 20 pounds. You 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 Mapping/GIS software. You must possess or be able to obtain an Appraiser IV certification from the Georgia Department of Revenue within a specified time frame. Applicants must submit proof of certification level. You must possess and maintain a valid driver's license.



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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.