

OCONEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF PROPERTY APPRAISER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, direct and supervise the appraisal of real and personal property in Oconee County to ensure that all properties are assessed uniformly and fairly. This position reports to the County Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Develops and oversees the implementation of the department's policies and procedures; plans, organizes, and manages department activities; prioritizes and assigns work on daily basis; reviews work in progress and upon completion to ensure compliance with local and state laws, appraisal methods and department procedures.

Supervises the appraisal of all residential, rural and commercial land and buildings and all personal property.

Supervises the preparation of the county tax digest and the mailing of assessment notices.

Oversees the processing and handling of homeowner exemptions, personal property tax returns, appraisal appeal letters and other documents.

Represents the department before the Board of Tax Assessors before the Board of Equalization in defending property appraisals.

Provides technical assistance to staff in identifying taxable property not on tax digest, researching tax records and conducting title searches.

Prepares property assessment notices, Not-On-Digest sheets, property record cards and other appraisal forms and records.

Confers with the Department of Revenue, attorneys, accountants, professional appraisers, realtors and others regarding tax digest and property appraisal matters.

Responds to inquiries and complaints from taxpayers and the general public regarding tax appraisal issues and the status of assessments and appeals.

Prepares department reports, correspondence, financial records, time sheets, appraisal records and other documents using PC word processing, spreadsheet and database management software.

Advises and confers with the County Administrator, the Chairman of the Board of Commissioners, the Board of Commissioners county staff and other local and state government officials regarding department operations.

Represents the department and the Board of Tax Assessor's before the Board of Commissioners; makes presentations at Board meetings; attends county staff meetings. Represents the Board of Tax Assessors when making presentations for local and state organizations such as the local Chamber of Commerce, State Department of Revenue, or the State Georgia Association of Assessing Officials (GAAO).

Prepares the department's annual operating budget; reviews expenditures to ensure compliance to adopted budget.

Participates in the appraisal of rural, residential and commercial property; assists in reviewing tax returns in the appraisal of personal property.

Refers to subdivision plats, zoning maps, aerial land maps, parcel maps, personal property valuation books and other materials in performing tax appraisal duties.

Performs sales ratio calculations; computes valuations for exemptions and tax valuations; computes tax bills.

Maintains knowledge of real and personal property appraisal methods and practices by attending seminars and training sessions.

Adheres and ensures adherence to established safety procedures and county Safety Policies and Procedures.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in business administration, finance or accounting with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes real and personal property appraisal work and related supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess Tax Appraiser IV certification from the Georgia Department of Revenue.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Oconee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.