

**Job Announcement
Screven County Government**

Chief Appraiser

The Screven County Board of Commissioners is currently accepting applications for a qualified candidate to fill the position of Chief Appraiser. This position is responsible for managing the daily operations of the Tax Assessor's Office and for supervising assigned personnel in appraising and valuing real and personal property for the purpose of compiling an equitable tax digest, preparing annual tax assessments, analyzing sales ratio data, and other tax appraisal work, as required. For a more detailed description of this position, please contact the Screven County Board of Commissioners.

No prior experience is required; however, strong preference will be given to candidates currently certified with the Department of Revenue or having 3-5 years related experience. Applicant must be at least 21 years old and must be readily able to obtain certification as an Appraiser III by the Georgia Department of Revenue. Candidate must possess a high school diploma or GED and a valid Georgia Driver's License. Screven County is an EOE and a Drug Free work place.

SUBMIT APPLICATION TO: Screven County Board of Commissioners, P.O. Box 159, Sylvania, Georgia 30467 or bring to the Screven County Courthouse at 216 Mims Road, Room 100.

SCREVEN COUNTY CHIEF APPRAISER JOB DESCRIPTION

JOB TITLE: Chief Appraiser
DEPARTMENT: Tax Assessor's Office
CLASSIFICATION: Full Time
SUPERVISOR: Board of Assessors

JOB SUMMARY: This position is responsible for managing the daily operations of the Tax Assessor's Office and for supervising assigned personnel in appraising and valuing real and personal property for the purpose of compiling an equitable tax digest

RESPONSIBILITIES AND DUTIES

Supervisory Duties:

- Supervises, trains, counsels and evaluates department personnel
- Implements procedures deemed necessary for the efficient operation of the staff
- Plans, schedules, and directs work of personnel on appraisal of Real and Personal property

Administrative Duties:

- Manages the day-to-day operations of the Tax Assessor's Office
- Certifies and signs documents prepared by department personnel
- Develops and implements procedures and schedules for valuation for Real and Personal property
- Compiles county tax digest to be submitted to Department of Revenue
- Prepares and submits department budget to the Board of Commissioners; monitors budget expenditures
- Prepares Assessment Notices to be mailed after the Board of Assessors has determined the final assessments
- Compiles sales ratio data and furnishes data to the Board of Assessors and the Department of Audits and Accounts
- Maintain all tax records and maps for the county in a current condition. This duty shall include, but not limited to, the mapping, platting, cataloging and indexing of all Real and Personal property in the county
- Performs other tax appraisal work, as required

Professional Duties:

- Oversees mapping of parcels, including county property divisions and new subdivisions
- Makes appraisals of the fair market value of all taxable property in the county
- Prepares property record cards, and determines value based on recorded information
- Reviews real property records to determine property ownership and value assignments
- Receives and reviews personal property returns and calculates value based on established schedules
- Participates in the taxpayer appeals process; prepares and defends assessments before the taxpayer, Board of Assessors, Board of Equalization and Superior Court
- Prepares annual assessments on all taxable property appraised in the county and on all tax-exempt property and submits the assessments for approval to the Board of Tax Assessors
- Performs error corrections, files E&Rs and assigns N.O.D. status to property for use by the Tax Commissioner
- Performs other related duties and completes special projects as assigned
- Assists the public with questions on property valuation and related tax questions as required

KNOWLEDGE REQUIRED BY THE POSITION:

- Certification as Appraiser III or above by the Georgia Department of Revenue
- Completion of at least 40 hours applicable tax appraisal training every 2 years
- Knowledge of methods, practices, principles, and techniques used in Real and Personal property valuation
- Knowledge of state laws, rules and regulations regarding Real and Personal property tax, appraisal methods and exemptions
- Knowledge of office administration, planning and directing personnel, including office methods, procedures, practices, filing and recordkeeping
- Ability to analyze factors that tend to influence the value of property and to exercise sound judgment in the determination of property values in an objective and impartial manner
- Ability to present facts clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with other employees, public officials and taxpayers
- Ability to organize effectively and direct the work activities of subordinate personnel
- Ability to effectively deal with the general public and with other governmental agencies

SUPERVISORY CONTROL: Works under the general goals and objectives for the department. Work may be reviewed for the nature and propriety of final results and is accomplished through observation of overall departmental operations

GUIDELINES: Guidelines include the Official Code of Georgia Annotated, Department of Revenue Rules and Regulations, state laws, county and departmental policies and procedures, and standard operating procedures. The guidelines require selection, judgment and interpretation in application

COMPLEXITY: This position involves the administration of the Tax Assessor's Office. The position also involves appraising inspecting and mapping real property. Complexity occurs in the difficulty of making accurate and specific valuations, as well as in the diversity of tasks and multiplicity of guidelines

SCOPE AND EFFECT: The purpose of this work is to properly manage the Tax Assessor's Office and to accurately perform valuation and inspections. Successful performance assures the public that taxes are properly and equitably assessed. This position impacts and enhances the county's image, and errors could result in financial losses to the county

PERSONAL CONTACTS: Contacts are typically with co-workers, other department heads and employees, attorneys, real estate personnel, surveyors, developers, elected officials, timber cruisers and the general public

PURPOSE OF CONTACTS: Contacts are typically for giving and exchanging information, resolving problems, providing services, and directing and motivating employees

PHYSICAL DEMANDS: Work is typically performed sitting at a desk with intermittent standing, stooping, walking, bending or crouching. Employee frequently lifts light objects and occasionally lifts heavy objects. Work is also performed outdoors or in a vehicle, and involves sitting, driving, and walking

WORK ENVIRONMENT: The work is performed in an office and occasionally outdoors when inspecting property. When working outdoors employee may be exposed to inclement weather, dust, noise and dirt

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over one (1) Clerk and up to three (3) Appraisers

MINIMUM QUALIFICATIONS:

- At least 21 years of age
- Graduation from high school or GED equivalent
- Ability to meet necessary requirement of Appraiser III status as mandated by the Georgia Department of Revenue
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three (3) to five (5) years of related experience
- Possession of a valid driver's license issued by the State of Georgia

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.