



Chatham County Government Chief Appraiser

LOCATION	Savannah, GA	JOB TYPE	Full Time Regular
JOB NUMBER	202300074	DEPARTMENT	BOARD OF ASSESSORS
OPENING DATE	09/28/2023	CLOSING DATE	10/11/2023 11:59 PM Eastern

Experience the best of both suburban and urban lifestyles in Chatham County in Coastal Georgia. It's an inviting community and a perfect place to live, work, and play. Chatham County has much to offer as the fifth-oldest county in Georgia and the largest one outside of Atlanta. You'll be amazed by the stunning riverfront community that includes the city of Savannah and a three-mile beach on Tybee Island. To ensure excellent service, over 1,800 diverse team members work in Chatham County Government's 35 departments to serve the county's citizens. We attract people from all over the country by providing amazing benefits, competitive salaries, and growth opportunities. Join Team Chatham today!

Description

The Chatham County Board of Assessors is accepting applications for the role of Chief Appraiser. We encourage those who meet the minimum qualifications to apply.

Examples of Duties

Under the direction and supervision of the Chatham County Board of Assessors, you will serve as the Chief Ad Valorem Tax Official for Chatham County. You will fulfill all constitutional responsibilities, including planning, directing, and supervising the appraisal of all real and personal County properties for ad valorem taxation purposes. You will plan, direct, supervise, review, and evaluate the work of assigned staff and make decisions in relation to hiring, disciplinary actions, and promotions. You will plan and direct the preparation of the annual Chatham County Tax Digest and prepare and administer an annual budget. You will use your knowledge of the Georgia Revenue Code and Appraisal Procedures Manual, appraisal principles, practices, regional real estate market trends, IRS guidelines, and ethical standards and principles to accomplish the work of the Board of Assessors. You will defend and provide information and recommendations regarding appraisals that are appealed. You will compile and direct the preparation of reports, correspondence, and other necessary paperwork and maintain section records. You will provide advice, counsel, and information to taxpayers. You will coordinate and confer with other County departments, officials, and services. You should know County policies and procedures, department operations, current tax law, and budget preparation and administration. You will utilize computer software applications to prepare and present reports and make periodic checks to maintain computer security. Outstanding mathematical skills are needed to make quick and accurate calculations and measurements. Your outstanding communication and customer service skills are essential as you respond to citizens promptly and courteously. Your work must be performed with speed and accuracy, often under pressure. As the Chief Appraiser, you are appointed by The Board of Assessors, responsible for the Chief Appraiser's work product. 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, and the Appraisal Procedures Manual. Other duties may be assigned.

Minimum Qualifications

Bachelor's Degree in Real Estate, Construction, or a related field, and at least six (6) years of experience in property appraising including at least one (1) year of work experience as an Appraiser IV, and experience at a supervisory/senior management level within a tax appraisal environment, including hiring, discipline, and promotion decisions; or any equivalent combination of education, training, and experience. Experience in lieu of education may be considered. You must be certified in the state of Georgia as an Appraiser IV. You must possess and maintain a valid driver's license.

Benefits

CHATHAM COUNTY BENEFITS PLANS

Eligibility for benefits begins on your date of hire.

Full-time employees working a regular schedule of 30 or more hours per week are eligible for County benefits. Part-time, seasonal, and temporary employees do not participate in the County benefit plan. However, regular part-time employees accrue prorated vacation and sick leave based on their schedule.

HEALTH – Employees have a choice of a high or low option point of service health plan for themselves, their spouse, and eligible dependent children.

VISION – The vision plan offers a comprehensive eye exam and options for frames, lenses, and contact lenses.

DENTAL – Employees may choose either the high or low dental plan option with two cleanings per year and periodic x-rays at no cost.

EMPLOYEE HEALTH CENTER – Employees and their spouses on the County's health plan have access to the Employee Health Center for physical and behavioral health services, health coaching, and lab services at no cost.

RETIREMENT - Chatham County provides a Defined Benefit Pension Plan with a five-year vesting period.

LIFE & DISABILITY - Long Term Disability and basic Life Insurance coverage are provided at no cost to employees. Employees may also purchase additional life coverage for themselves and their dependent family members.

FLEXIBLE SPENDING ACCOUNTS - Chatham County offers Medical and Dependent Care Flexible Spending Accounts through payroll deduction. The Medical FSA has a rollover feature equal to the annual Federal maximum.

WELLNESS PROGRAM – Chatham County provides a variety of wellness opportunities for employees, including a Diabetes/Pre-Diabetes Management Program, Mobile Mammograms, Health Screenings, Flu Shots, Dietician Services, weight loss programs, reimbursements for gym memberships and participation in local races, education sessions, and more.

VOLUNTARY BENEFITS – Employees may choose voluntary benefits such as Accident, Cancer, Short-Term Disability, and Whole Life Insurance products.

HOLIDAYS AND TIME OFF – Chatham County observes 12 paid holidays per year. Employees accrue 12 vacation days per year, with the accrual rate increasing with years of service, and 15 sick days per year.

During emergencies and disasters affecting Chatham County, you may be required to report to work as part of a disaster operations team.

In accordance with the Department of Transportation, Commercial Driver's License (CDL) holders and those employed in safety-sensitive positions are subject to random drug testing.

Chatham County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, physical or mental disability, genetic information, marital status, or military/veteran status in accordance with applicable federal, state and local laws.

Agency

Chatham County Government

Address

123 Abercorn St

Savannah, Georgia, 31401

Phone

912-652-7964

Website

<https://chathamcountyga.gov>