

**The Stephens County Tax Assessor's Office is seeking a qualified candidate for the role of Chief Appraiser. Resumes can be hand delivered to 802 East Doyle Street or mailed to:**

802 East Doyle Street

Toccoa, Ga 30577

(Phone: 706-886-9491)

## **Chief Appraiser Position: Stephens County Chief Appraiser**

Job Description: Successful candidate will be a certified Level III Appraiser and work the provisions of O.C.G.A. Title 48 Chapter 5, Georgia Department of Revenue Rules and Regulations, the Appraiser Procedures Manual and the Stephens County Board of Assessors Policies and Procedures.

**Candidates must possess and maintain a minimum Appraiser III certification.**

Candidates must also possess and maintain the following:

- A valid Georgia Driver's License.
- Have at least five (5) years of managerial/supervisory experience in a Georgia Tax Assessor's office.
- A full understanding of all aspects of the appraisal process for both Real and Personal Property.
- Strong interpersonal skills and the ability to plan, direct, supervise, review and evaluate office staff.
- An exceptional ability to provide advice, counsel and information to taxpayers and the public.
- Plan and direct the preparation of the annual Stephens County Tax Digest.
- Work directly & amicably with the Stephens County Tax Commissioner.
- Defend and provide information and recommendations regarding appraisals that are appealed.
- Proficient computer skills including but not limited to: WinGAP Pricing schedules and land tables, Word, Excel and PowerPoint applications.
- The ability and experience to prepare and administer an annual budget.
- Extensive knowledge and understanding regarding CUVA and FLPA covenants.
- Arc GIS and mapping experience.
- A detailed understanding of various deeds and plats.
- Attend State approved training courses as required for appraisers.

Benefits: Health Insurance, Life Insurance, paid holidays, vacation and sick leave.

Salary range: Dependent upon experience.

*Stephens County is an equal opportunity employer.*