



Deputy Chief Appraiser

**(CONTACT CHIEF APPRAISER FOR APPLICATION 912-437-6663)
SALARY DEPENDS ON EXPERIENCE - RANGE \$50K-60K.**

JOB SUMMARY

This position is responsible for assisting in directing the day-to-day operations and functions of the Tax Assessment Office

MAJOR DUTIES

- Prioritizes, designates, and assigns appraisals to staff; answers questions from Appraisers concerning laws and procedures.
- Assists in the valuation of land, houses, and accessories.
- Oversees the review of real property tax returns, including processing property combinations and splits.
- Assists with data editing and reading the Digest for assessment notices.
- Prepares appeals for the Board of Equalization.
- Supervises the appraisal of mobile homes; oversees permits and title transfers; prepares and presents the Pre Bill Digest to the Board of Assessors for tax digest approval; responds to questions from Tax Commissioner's office about mobile homes; oversees mobile home appeals to the Board of Equalization.
- Appraisers personal property; appraises boats, businesses, and airplanes; enters personal property returns; presents all accounts for audits to the Board of Assessors; oversees personal property appeals.
- Provides information to taxpayers related to conservation covenants; enters covenant data into database; presents covenants to the Board for approval; records covenants with the Clerk of Superior Court; mails letters to taxpayers; reviews conservation property every three years.
- Manages day-to-day office operations; orders office supplies; approves vacation and sick time.
- Researches deeds and corrects mapping issues.
- Processes exempt properties; presents applications to Board of Assessors for approval or denial.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of property appraisal.
- Knowledge of state laws pertaining to property appraisal and taxation.
- Knowledge of statistical analysis techniques.
- Knowledge of residential, commercial, industrial, and agriculture building construction practices.
- Knowledge of computer aided mass appraisal systems for property valuation.
- Knowledge of the geography of the county.
- Knowledge of computers and job-related software programs.
- Skill in supervising the work of personnel.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Appraiser assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, Department of Revenue Appraiser Procedure Manual, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and property assessment duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to assist in directing the county's property valuation and tax assessment

functions. Successful performance helps ensure the fair and accurate valuation and taxation of property.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, attorneys, accountants, surveyors, bankers, title researchers, state employees, GIS mappers, and members of the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, provide services, motivate or influence persons, or to justify or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Real Property Supervisor, Appraiser II, Administrative Assistant, Senior Appraisal Technician, and Appraisal Technician.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet necessary requirements of Appraiser III as mandated by the Georgia Department of Revenue.