

TITLE: Chief Appraiser

TA/1

DEPARTMENT: Tax Assessor, Fayette County

JOB SUMMARY: This position performs management, supervisory, and technical appraisal duties in directing the work of the Tax Assessor's Office.

MAJOR DUTIES:

- o Trains, directs, assigns, supervises, evaluates, and disciplines appraisal staff.
- o Researches market trends through valuation/sales analysis.
- o Assists the public with complex tax questions and information requests regarding real property, including property ownership, value, legal description, purchase price, date of purchase, and other related information.
- o Reviews methods and procedures to assure correct appraisal values for all types of property.
- o Organizes Board of Assessors meetings and presents information in a structured and professional manner.
- o Represents Board of Assessors in tax appeals to Board of Equalization and to Superior Court.
- o Represents Board of Assessors in audits by State Revenue Department.
- o Hires, evaluates, directs, trains, mentors, advises, counsels, and guides employees.
- o Compiles annual budget for the department.
- o Makes or directs all purchases, check requests, and requisitions for the department.
- o Oversees the implementation of mass appraisal programming software and Web site maintenance.
- o Attends department head and Commission meetings when needed.
- o Directs mapping operations and assists in the implementation of GIS.
- o Schedules continuing education for department personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of appraisal practices and techniques.
- o Knowledge of county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.
- o Knowledge of various types of computer hardware and software.
- o Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Board of Assessors assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures, the Appraisal Procedures Manual, Georgia Department of Revenue Rules and Regulations, and the Official Code of Georgia, Annotated. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and technical appraisal duties. The volume of work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to generate an accurate tax digest for Fayette County. Success in this position contributes to the accurate appraisal of property taxes.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, department heads, and representatives from other organizations.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Chief Appraiser (1), Residential Lead Appraiser (1), Personal Property Lead Appraiser (1), Appraisal GIS Technician (1), Personal Property Appraiser (1), Real Property Appraiser (5), Appraisal Technician (1), and Appraiser Aide (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain Appraiser IV certification issued by the State of Georgia Department of Revenue.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

the division/department, usually interpreted to require three to five years of related experience.

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet necessary requirements of Appraiser as mandated by the Georgia Department of Revenue.