

TITLE: Deputy Chief Appraiser

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DEPARTMENT: Tax Assessors, Fayette County

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

MAJOR DUTIES:

- o Assists in the development and implementation of the activities and functions of the Tax Assessors Office.
- o Establishes priorities, plans, schedules, and work assignments; instructs and trains in correct methods and procedures; monitors work; assists in resolving difficult or unusual problems; assists in reviewing and evaluating employee performance.
- o Plans, directs, and assists in the evaluation of all commercial/industrial properties in the county, including conducting field inspections, obtaining information concerning structures, entering data into a computer, and reviewing final values for uniformity and level of assessment.
- o Analyzes deed transfers and sales of properties to determine commercial and industrial evaluation schedules and cost tables to assist in valuing all commercial/industrial properties.
- o Handles appeals and reviews complaints; conducts informal appeals with property owners; recommends value changes to the Board of Assessors; represents the Board of Assessors at the Board of Equalization hearings to defend values and testify in Superior Court cases.
- o Provides customer service to the general public and professionals seeking information, including appraisers, financial institutions, lawyers, and other governmental departments.
- o Schedules training for all employees; prepares requisitions for travel expenses for class registration, food, and lodging; ensures that employees comply with travel policies.
- o Assists in preparing the annual departmental operating budget; monitors and controls expenditures within approved budget; approves invoices for payment.
- o Receives applications for Conservation Use Exemptions for qualifying properties, which includes receiving applications, answering complex questions from property owners, interpreting laws pertaining to these exemptions, and presenting findings to the Board of Assessors.

- o Receives and processes all Real Property and abatement requests from property owners; conducts research; enters data for processing such requests; makes recommendations for approval or denial to the Board of Commissioners.
- o Maintains knowledge of appraisal practices and techniques by attending certification courses and keeping abreast of local market trends by analyzing sales and information provided by developers, builders, appraisers, and mortgage companies.
- o Performs the duties of the Chief Appraiser in his or her absence.
- 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 a 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 Chief Appraiser 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.

**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 assist in the generation of an accurate tax digest for Fayette County. Success in this position contributes to the accurate appraisal of property values.

**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 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 III certification issued by the State of Georgia Department of Revenue.

**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

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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 work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- 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.

EXEMPT/HIPAA