



## Chief Appraiser Tax Assessor

TA/1 - 246

### JOB SUMMARY

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

### MAJOR DUTIES

1. Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; establishes and directs work and prioritizes work assignments; responds to employee concerns and problems and counsels or disciplines personnel as appropriate; makes hiring or termination decisions or recommendations.
2. Develops, implements, interprets, and enforces policies and procedures.
3. Interprets, applies, and ensures compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates actions necessary to correct deviations or violations.
4. Establishes short- and long-term goals for the department and consults with managers to ensure goals are achieved.
5. Directs the preparation of the annual tax digest; manages property appraisal activities; develops and analyzes annual ratio studies; reviews and makes recommendations regarding homestead, current use, and personal property exemption applications; reviews and makes recommendations for appeals; reviews consolidation reports for all taxing jurisdictions; assists in the calculation of millage rate roll backs.
6. Works with Lead Real Property Appraiser in the implementation of the review cycle for taxable property to ensure proper valuation; researches and analyzes matters affecting the assessment and value of property, including proposed and newly passed legislation.
7. Meets with Board of Assessors and county staff to discuss events affecting operations, policies and procedures, work progress, proposed tax legislation, or new or revised property appraisal regulations.
8. Represents the Board of Assessors in tax appeals to the Board of Equalization and Superior Court.
9. Represents the Board of Assessors in audits by the State Revenue Department.
10. Works with County Administrator and Board of Commissioners to resolve budgetary issues and other administrative matters.
11. Develops, recommends, updates, and implements department policies and procedures; reviews the efficiency and effectiveness of operations, methods, processes, and procedures; implements improvements.
12. Schedules and attends staff meetings; schedules staff training.
13. Develop, implements, and administers the department budget; monitors expenditures for compliance; develops budget estimates and projections.
14. Makes or directs all purchases, check requests, and requisitions for the department.
15. Provides information and assistance regarding the appraisal process; responds to questions or complaints.
16. Oversees the implementation of mass appraisal programming software.
17. Directs the maintenance of the department website.
18. Prepares documentation as requested by the Board of Tax Assessors.
19. Maintains a comprehensive, current knowledge of applicable property tax laws and regulations.
20. Maintains professional affiliations; attends workshops and training sessions as appropriate.
21. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of appraisal practices and techniques.
3. Knowledge of county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.
4. Knowledge of various types of computer hardware and software.
5. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
6. Skill in researching, interpreting, and compiling complex data and other information into a useful product

7. Skill in public and interpersonal relations.
8. 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/SCOPE OF WORK**

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

## **CONTACTS**

- Contacts are typically with members of the general public, other county employees, department heads, and representatives from other organizations.
- 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/ WORK ENVIRONMENT**

- 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.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over all department personnel.

## **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**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- 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.
- 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.
- Ability to meet necessary requirements of Appraiser IV as mandated by the Georgia Department of Revenue.