

**PROOF OF EDUCATION REQUIRED WITH APPLICATION  
VACANT POSITION**

**DEPARTMENT: TAX ASSESSOR**

**OBTAIN APPLICATION: [www.spaldingcounty.com/careers](http://www.spaldingcounty.com/careers)**

**APPLICATION & PROOF OF EDUCATION TO [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, HR Office**

**CLOSING DATE: Accepting applications until position is filled**

Job Title Chief Appraiser (Position #2803)  
Salary: Pay grade 29, Hiring Rate \$76,627.20  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8 a.m.- 5 p.m., M-F, some overtime may be required.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Bachelor's Degree in Public or Business Administration (or related field) required with certification from the State of Georgia's Appraisers' Training Program as an Appraiser III (Appraiser IV preferred), with a minimum of six to nine years of progressive experience as a residential/commercial appraiser, and as an appraiser-supervisor (or similar); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. An Appraiser III must become an Appraiser IV within a year of employment. Must be proficient in the WinGap CAMA (Computer Assisted Mass Appraisal) system; must possess excellent skills communicating with the public and other governmental agencies. Must possess and maintain a valid Georgia Driver's License.

**GENERAL STATEMENT OF JOB:** Under limited supervision, is responsible for the appraising and listing of all real, personal, and public utility property in Spalding County. Plans, organizes, coordinates, and directs the onsite inspections, audits, appraisals, and assessment of all property in accordance to State law and County policy. Supervises the departmental staff of administrative, technical, and clerical employees to ensure accurate and timely completion of duties. Reports to the Board of Assessors.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes computer, printer, facsimile machine, calculator, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Supervises, directs, and evaluates all Appraisers and administrative staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.

Plans, organizes, coordinates, and directs the activities of the appraisal and assessment of real and personal property in Spalding County in accordance with Acts, Rules, and Regulations of the State of Georgia Department of Revenue; and develops proposed policies and procedures pertaining to property assessment.

Exercises supervision over the staff of administrative, technical, and clerical workers to ensure compliance with all regulations and rules and to promote effective and efficient departmental operations; provides information, instruction, and training through staff members.

Prepares and submits Department budget to proper management and monitors budget expenditures in a timely manner.

Prepares and submits Notices of Annual Assessments for both real and personal property, for approval by the Board of Assessors; submits Notices of Annual Assessments for mailing no later than July 1 each year. Compiles values for the County tax Digest and submits them to proper authority in a timely manner. Works closely with the Tax Commissioner, County Manager and other elected officials in compiling announcements and publications of millage rates and five-year history.

Supervises the assessment and reassessment of all taxable and non-taxable real and personal property, and the maintenance of all county records pertaining to properties. Retains property records according to State and Department of Revenue requirements.

Is responsible for ensuring that all real and personal property in Spalding County is appraised fairly and equitably; and must take into account the rights of citizens and of the county to ensure that such rights are not infringed upon.

Oversees the mapping of property to ensure accuracy.

Stays abreast of new and current laws pertaining to Real Estate and taxation, interprets and applies these laws; keeps abreast of market trends and construction costs.

Provides assistance to taxpayers and to other County offices regarding real and personal property values.

Supervises the complete processing of all appeals, Board of Equalization presentations, appeals filed for Arbitration, appeals filed for Hearing Officer Reviews and represents the Board of Assessors in appeals of value and exemptions denials filed to the Superior Court.

Conducts necessary planning of day to day, short run, and long-range activities as required to maintain personnel functions, plan production schedules to conform with annual tax cycles, and to anticipate and plan for County wide reappraisals.

Prepares a wide variety of records and reports such as property cards, tax maps, ratio studies, etc.

Attends State approved training courses as required for appraisers.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

Ad2803

April 24, 2024