

OFFICE OF  
CLERK OF SUPERIOR COURT  
**Debbie L. Brooks, CLERK**  
SPALDING COUNTY, GEORGIA  
Office Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday

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**-COURT TERMS-**  
2<sup>nd</sup> Monday in March  
2<sup>nd</sup> Monday in September

**RE: BOARD OF TAX EQUALIZATION OF  
SPALDING COUNTY, GEORGIA**

In addition to being a resident of Spalding County, following are the Statutory Qualifications for potential Members/Alternate Members for appointment to the county Board of Tax Equalization:

**Qualifications**

- (1) Each person who is, in the judgment of the appointing grand jury, qualified and competent to serve as a grand juror, who is the owner of real property, and who is at least a high school graduate shall be qualified, competent, and compellable to serve as a member or alternate member of the board. No member of the governing authority of a county, municipality, or consolidated government; member of a county or independent board of education; member of the county board of tax assessors; employee of the county board of tax assessors; or county tax appraiser shall be competent to serve as a member or alternate member of the board of equalization.
- (2) Each person seeking to be appointed as a member or alternate member of a county board of equalization shall, not later than immediately prior to the time of his or her appointment file with the clerk of the superior court a uniform application form which shall be a public record, and which form indicates the applicant's education, employment background, experience, and qualifications for such appointment.
- (3) Within the first year after a member's initial appointment to the board of equalization, each member shall satisfactorily complete not less than 40 hours of instruction in appraisal and equalization processes and procedures, as prepared and required by the commissioner. The failure of any member to fulfill the requirements of this subparagraph shall render that member ineligible to serve on the board and prohibits the member from hearing appeals;

and the vacancy created thereby shall be filled in the same manner as other vacancies on the board are filled.

- (4) No person shall be eligible to hear an appeal as a member of a board of equalization unless, prior to hearing such appeal, that person shall satisfactorily complete the 40 hours of instruction in appraisal and equalization processes and procedures required by law. Any person appointed to such board shall be required to complete annually a continuing education requirement of at least eight hours of instruction in appraisal and equalization procedures, as prepared and required by the commissioner. The failure of any member to fulfill the requirements of this subparagraph shall render that member ineligible to serve on the board; and the vacancy created thereby shall be filled in the same manner as other vacancies on the board are filled.

Members of the board are compensated for each day's service in an amount set by the county governing authority with the minimum per diem being \$25.

#### **Term of Office**

Members and alternate members of the Board of Equalization serve a three-year term of office.

As the Appeal Administrator to the Board of Tax Equalization of Spalding County, Georgia, I am enclosing herewith the statutorily required Application for submission by those persons interested in being appointed to serve on the BOE. If you are interested in being appointed to the BOE, please complete this application and mail back to my office as stated above.

#### **RE: BOARD OF TAX EQUALIZATION OF SPALDING COUNTY, GEORGIA POTENTIAL APPOINTEE/APPLICATION**

Your consideration in serving Spalding County as a member/alternate member of the BOE is appreciated.

Sincerely,

Debbie L. Brooks  
Appeal Administrator to BOE of Spalding County, Georgia  
Clerk of Superior Court, Spalding County, Georgia

# SPALDING COUNTY BOARD OF EQUALIZATION APPLICATION

## APPLICANT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_  
Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## EDUCATION

### High School

Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

### College

Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

### Other

Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

## OTHER QUALIFICATIONS

List property owned by applicant

Address / Legal

Description \_\_\_\_\_

Address / Legal

Description \_\_\_\_\_

Elected posts held with  
terms of office \_\_\_\_\_

Have you ever been  
convicted of a felony? YES  NO

## PREVIOUS EMPLOYMENT / EXPERIENCE

Company \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Years \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Years \_\_\_\_\_

**Other Relevant  
Experience**

## DISCLAIMER AND SIGNATURE

After reviewing the qualifications and training requirements, please sign below indicating that you meet the qualifications and that you agree to comply with the training requirements:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_

Council of Superior Court Clerks of Georgia

This form created pursuant to OCGA §48-5-311(b)(2)(A)