



Deputy Chief Tax Appraiser (1106)

FLSA Status: Exempt

Pay Grade: 24

Safety-Sensitive: No

Purpose

The purpose of this classification is to support the Chief Tax Appraiser in directing, planning, and prioritizing the activities and personnel of the Tax Assessor's office, and to determine values of property in order to develop a tax digest. This class serves as the second-in-command of the department and provides leadership and direction to the appraisal team.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Assists in the management and supervision of field appraisal team: organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Determines ownership of property: gathers plats and deeds; examines documents to determine if the transaction is a land transfer or split; locates property and maps parcels on tax maps; coordinates work with GIS Department; and makes final determination of property ownership.

Oversees activities and functions of the field appraisal staff: checks accuracy of field appraiser's work and findings; assesses uniformity; determines taxability on all properties including structures; and provides feedback to staff.

Manages all phases of property revaluation: reviews sales of real estate to determine how/if values should be modified to reflect market value; reviews and appraises property values from appeals, court cases, and factual issues; modifies property values to reflect market data; ensures that values meet criteria considered acceptable by the Georgia Department of Revenue; determines if tax schedules need modification to determine final value of property; analyzes sales data and values; runs sales ratios; and determines any necessary modification to tax schedules to determine the fair an accrual final value of property.

Completes valuations of specialized assessments: ensures each property qualifies for "cons" use or FLPA and apply criteria to each property that qualifies; determines if breach occurs; analyzes soil types to determine value of property; and monitors dates of each covenant.

Assists Chief Appraiser in creating and defending a tax digest: assists in developing cost schedules for utilization in CAMA system; analyzes all data; reviews assessment notices for quality control; and prepares for hearing and appeals for BOE and Superior Court.

Hears taxpayer appeals on value of property: schedules appointments for taxpayer appeals, provides information and answer questions regarding property; weighs the facts against the current valuation; and corrects valuation as necessary based on additional facts presented in the appeal.

Provides customer service and communications: communicates with tax representatives, taxpayers, supervisors, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: receives and reviews various documentation, including employee time sheets, field reports, special requests for appraisals, and expense reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including employee appraisal reports, department operating summaries, work schedules and plans; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with county officials, supervisor, employees, clients, third party service contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Supports tax assessor staff: in the absence of staff, fills in as needed in the field or office; responds to issues that arise in the office.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Real Estate, Planning, Property Appraisal, Business/Public Administration, or a related field required; supplemented by five years of progressively responsible experience in appraising residential, commercial, and personal property, or zoning and planning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019